

INVESTMENT PARTNER TRAINING MANUAL

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INVESTMENT PARTNER TRAINING MANUAL

INTRODUCTION

The AREIS Investment Partner Training Manual is designed to supplement remote learning sessions and facilitate investment partners' acquisition of knowledge and skills in the Automated Real Estate Investment System (AREIS). This manual will help investment partners:

- Understand how their business processes will work with AREIS, and
- Develop skills in the navigation and completion of their job tasks in AREIS.

This manual has eight modules that include the following:




1. Opportunity Setup
2. CUSIP Setup
3. Entity Setup
4. Leverage Data Management
5. Periodic Cash Flow Projections
6. Financial Management
7. Appraisal Management
8. Entity Termination or Transfer

Please note that the first two modules (Opportunity Setup and CUSIP Setup) are place holders. The content was removed because it covers CalPERS internal processes and tasks only.










Each module contains the following sections:

- Introduction: a summary of the module
- Objectives: learning objectives for the module
- Process Narrative: a high-level description of the business process for tasks in the module
- Task Steps: detailed steps to complete transactions in AREIS for tasks in the module

There are three icons used throughout this training manual as follows:







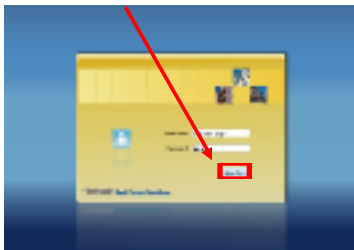

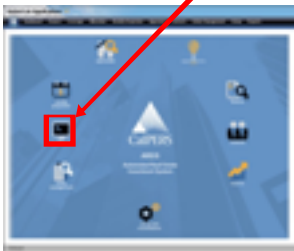

ICON	DESCRIPTION
 Message	This icon marks an important message within the training manual steps.
 Note	This icon marks a note within the training manual steps.
 Notification	This icon indicates that a notification has been sent.

In addition, there are a number of icons used in the AREIS application. Following is an icon description key to help you use AREIS:

ICON	DESCRIPTION
 Drop Down Box	A drop down box provides a list of options to choose from after the user clicks on the black arrow.
 Calendar Pop Out Box	The calendar pop out box produces a calendar to easily populate the date fields. Click on the calendar icon on the right.
 List Pop Out Box	The list pop out box opens a dialogue box (small, new window on your screen) with options to choose from.
 Selection Box	The selection box can be “selected” or “unselected” by clicking once in the box.
 Search Toolbar	The search toolbar contains hyperlinks that allow you to search alphabetically.
 Refresh Screen	Click on the refresh screen icon to see the most recent information on a screen.
 Help	Three help icons can be clicked at any time to access a help dialogue box.
 Tabs (Examples)	Tabs can be selected to produce different fields within the same dialogue box.
 Scroll Bar	The “up” and “down” arrows on a scroll bar enable the user to see more of the screen.

Here are excerpts from the Quick Reference Guide (QRG) on basic navigation and personalizing and running a report. Basic navigation includes login, dashboard, and home page.

Login and Dashboard

Quick Reference Guide	
<div>AREIS Dashboard: Login and Dashboard</div> <div>  </div>	
Description	
<p>This Quick Reference Guide (QRG) is designed to assist users to log on to AREIS and navigate to the dashboard.</p> <p>  Log On to AREIS  Navigate to the Dashboard  Dashboard Features </p>	
Step-by-Step Instructions	
<p>Log On to AREIS</p> <ol style="list-style-type: none"> 1. Open up the AREIS Login screen.  <ol style="list-style-type: none"> 2. Enter your username and password (both are case sensitive).  <ol style="list-style-type: none"> 3. Click the Log On button. 	<ol style="list-style-type: none"> 4. Your Home screen should appear. You are now logged on to AREIS.  <p>Navigate to the Dashboard</p> <ol style="list-style-type: none"> 5. You can navigate to the Dashboard screen from your Home screen, or from many other screen using the top level menu. 6. To navigate to the Dashboard screen from your Home screen, select the Dashboard icon on your screen.  <ol style="list-style-type: none"> 7. To navigate to the Dashboard screen from any other screen, select the Dashboard link from the top menu. 

Quick Reference Guide

AREIS Login and Dashboard

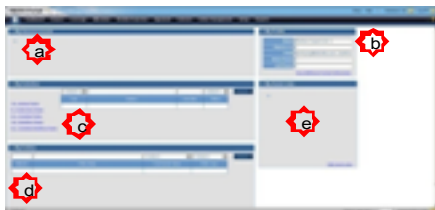


Step-by-Step Instructions

Dashboard Features

8. There are five sections of the Dashboard screen:

- a) My Announcements
- b) My Profile
- c) My Activities
- d) My Entities
- e) My Quick Links



a) My Announcements displays all bulletins associated with you.



b) My Profile displays details of your profile such as contact information.



c) My Activities displays workflow tasks associated with you.



d) My Entities displays all entities you have access to.

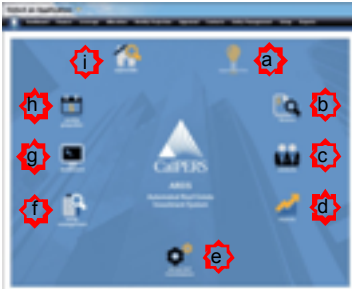


e) My Quick Links displays the links that you have configured.




Home Page Navigation

Home Page Navigation



Quick Reference Guide



Navigating from the Home Screen

Screen Descriptions

a Opportunities Screen

This screen is a listing and search screen for opportunities.



c Contact Search Screen

This screen allows you to search for contacts and directly edit or view the contact information.



b Financial Data Search Screen

This screen allows you to view all financial entries for a specific Partnership.



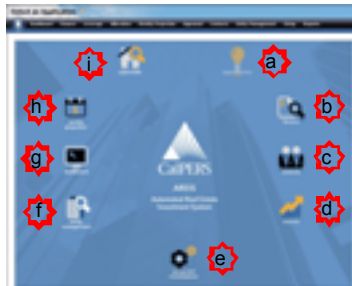
d Reports Screen

This screen allows you to view and generate reports.



Quick Reference Guide

Home Page Navigation



Navigating from the Home Screen

Screen Descriptions

e Set-up and Maintenance Screen

This screen allows you to access: Financial Management, Entity Management and Administrative Options.



f Entity Management

This screen allows you to search for partnerships using the column at the top of the listing. You can also view/edit specific partnerships by selecting a link in the Partnership ID column.



g Dashboard Screen

This screen contains bulletins, contact info, quick links, an entity list and a task list.



h Weekly Projection Screen

This screen allows you to view cash flow projections for partnerships you have access to.



i Appraisals Screen

This screen allows you to search for appraisals and view appraisal summaries.



Personalize and Run Reports

Quick Reference Guide

AREIS Reports: Personalizing Reports

Description

This Quick Reference Guide (QRG) is designed to assist users in personalizing reports in AREIS.

🔥 Personalize a Report

🔥 Run a Report

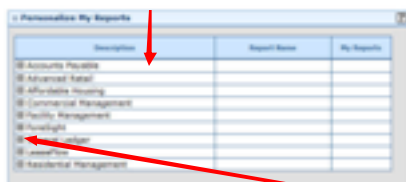
Step-by-Step Instructions

Personalize a Report

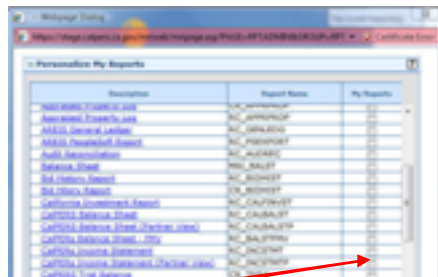
1. From the AREIS home screen select **Personalize My Reports** from the **Reports Tab**.



2. The **Personalize My Reports** dialog box will appear.

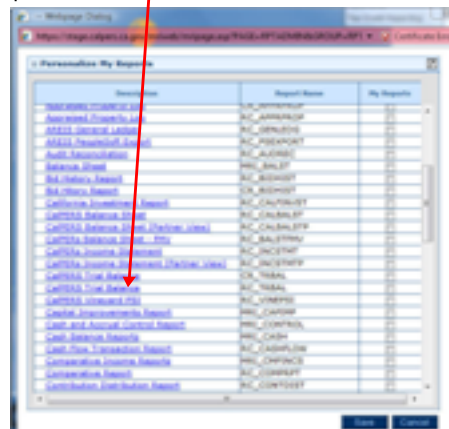


3. Expand a report by clicking on the plus sign to its left.

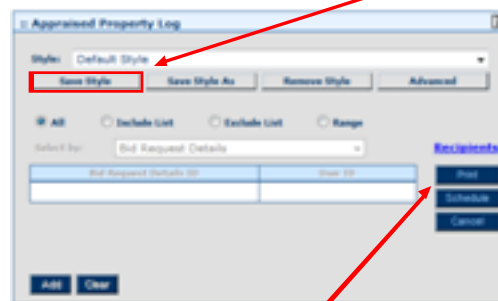


4. Click the box in the **My Reports** column next to a report. It will be added to My Reports and will appear in the drop down menu on the home screen.

5. Select the report that you would like to personalize.



6. The **Report Detail** dialog box will display. Input appropriate information in the respective fields for the report that you are running. Click **Save Style**.



Run a Report

7. To run the report click **Print**.

TRAINING MODULE 1 – INVESTMENT OPPORTUNITY AND OPPORTUNITY SETUP

INTRODUCTION

Investment Partners do not perform any steps in AREIS for the Opportunity Setup process.

TRAINING MODULE 2 - CUSIP SETUP

INTRODUCTION

Investment Partners do not perform any steps in AREIS for the CUSIP Setup process.

TRAINING MODULE 3 - ENTITY SETUP

INTRODUCTION

The Entity Setup process relates to creating, editing and updating entities such as partners, partnerships, investments, assets, sub-assets and housing data in AREIS. As CalPERS investments expand, new entities must be added to it to reflect acquisitions. To ensure accuracy of investment information, entities in AREIS must be edited and updated on a regular basis. This module describes how to add and update entities in AREIS.

OBJECTIVES

The following learning objectives are covered in this module:

- Setup New Investment
- Edit / Update Investment
- Approve Investment Setup
- Reject Investment Edits
- Setup new Asset or Sub-Asset
- Edit / Update Asset or Sub-Asset
- Approve Asset or Sub-Asset Setup
- Reject Asset or Sub-Asset Setup / Edits
- Setup Housing Data (New Setup)
- Edit / Update Housing Data
- Setup New Partner Bank Account

PROCESS NARRATIVE FOR ENTITY SETUP

The parties involved in the Entity Setup process are Investment Partners and CalPERS staff from three units: Real Estate, Performance Monitoring and Fiscal. The following entities are setup as a part of this process:

1. Partners
2. Partnerships
3. Investments
4. Assets and sub-assets
5. Housing data

Setup New Partner

The RE Entity Manager (PARO Supervisor) will add new partners that were not added during the Opportunity Setup process (this will occur as needed).

Edit/Update Partner

ARE Analyst (PARO Analyst) makes edits or updates to the partner entity, which are reviewed by a PMU Analyst. The PMU Analyst will notify the RE Analyst if the changes are complete, or if the RE Analyst should make additional edits to the partner.

Edit/Update Partnership

After the new partner setup is complete, the RE Analyst (PARO Analyst) will be alerted to update partnership information.

Setup New Investment

When the Investment Partner receives the welcome packet, they will be prompted to setup the investment entity in AREIS. The Investment Partner Analyst will access their partnership in AREIS and add a new entity for their investment. This analyst then takes the following steps in AREIS:

1. Verify the attributes of the investment entity
2. Add additional attributes
3. Setup bank accounts for the entity
4. Notify CalPERS PMU staff that the setup is complete.

CalPERS will perform additional steps to complete the setup in AREIS for the new entity upon notification.

Update Investment Details

Investment Partners periodically update investment details to keep information current in AREIS.

Setup and Edit/Update New Asset/Sub-Asset and Housing Data


Investment Partners and CalPERS will follow the same process steps described above for setting up and editing/updating/completing a new asset/sub-asset and/or housing data.

TASK STEPS FOR ENTITY SETUP

Setup New Investment

Partner Analyst

Add New Investment Entity

1. Ensure you are logged in as a Partner Analyst by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. Go to the **Setup** Menu in the upper right hand corner.
3. Select **Setup and Maintenance** Menu and click the **Entity Management** option.
4. Select **Partnership Search** from the menu.
Result: The **Partnership Search** screen should appear.
5. Search for the Partnership that you are adding an investment to.
Result: The Partnership should be displayed in the search grid based on the search criteria entered.
 Searches can be done by populating any of the search fields, **Partnership ID**, **Partnership Name** and click on the **Search** button.
6. Select the Partnership that you are adding and investment to by clicking on the hyperlink in the **Partnership ID** column.
Result: The **Partnership Detail** screen should be displayed.
7. From the **Entities** section of the screen click on the **Add** button.
Result: The **New Entity Setup** screen should be displayed.
8. Complete the appropriate fields in the **New Entity Setup** screen and click the **Save** button.
Result: The **Entity Detail** screen will appear.
9. Click on the **Entity ID** hyperlink.
10. Validate/populate the applicable fields for the tabs within the **General Setup** tab and the **Financial Setup** tab (except for the **Calendar** and **Cash Map** fields) and click the **Save** button.
Result: The **Entity Detail** screen should be filled and saved.

Periodic Characteristics

11. From the **Entity Detail** screen update the Entity data for the **General Setup** and **Period Characteristics** tab. For new entities, the Period will default to the fiscal quarter-end period of the partnership open period. For example, if the open period is May, the period will default

to June. Enter the appropriate fields for the fiscal quarter and click Submit. Clicking Save will only save the data and not submit for review.

12. Click the **Submit for Review** button.

Result: The following message should appear at the bottom of the **Entity Detail** page 'Waiting for PMU Reconciliation Analyst Approval to Activate the Entity'.



CalPERS is sent a notification to review the investment.

Edit / Update Investment

Partner Analyst

1. Ensure you are logged in as a Partner Analyst by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the **Home** screen select the **Entity Management** menu.
Result: The **Partnerships** search screen should appear.
3. Select the **Partnership** hyperlink in the **Partnership ID** column you are updating investment information for.
Result: The Partnership should be displayed in the search grid based on the search criteria entered.
4. From the **Entities** section of the screen select the Entity you are entering investment information for by clicking on the hyperlink in the **Entity ID** column.
Result: The **Entity Detail** screen should be displayed.
5. From the **Entity Detail** screen update the Entity data for the **General Setup** and **Financial Setup** tabs and all sub-tabs.

Periodic Characteristics

6. From the **Entity Detail** screen update the Entity data for the **General Setup** and **Period Characteristics** tab. For existing entities, the latest fiscal quarter-end period characteristics will display. Subsequent fiscal quarters will default characteristics to previous quarter characteristics. Update characteristics as necessary and click Save or Submit for review.
7. When you have finished entering information, click on the **Save** button.
Result: The entered data should save to the entity record.

Setup New Asset

Partner Analyst

Enter Portal and Select Partnership

1. Ensure you are logged in as a Partner Analyst by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the **Home** screen select the **Entity Management** menu.
Result: The **Partnerships** search screen should appear.
3. Select the **Partnership** hyperlink in the **Partnership ID** column you are adding an investment to.
Result: The Partnership should be displayed in the search grid based on the search criteria entered.
4. Click on the hyperlink in the **Partnership ID** column.
Result: The **Partnership Detail** screen should be displayed.

Add New Asset Entity

5. From the **Partnership Detail** screen click the **Add** button located under the **Entities** portion of the screen for the Partnership you are adding an asset to.
Result: The **New Entity Setup** screen should appear.

Verify Inherited Attributes

6. Complete the appropriate fields in the **New Entity Setup** screen and click the **Save** button.
Result: The **Entity Detail** screen will appear.

Periodic Characteristics

7. From the **Entity Detail** screen update the Entity data for the **General Setup** and **Period Characteristics** tab. For new entities, the Period will default to the fiscal quarter-end period of the partnership open period. For example, if the open period is May, the period will default to June. Enter the appropriate fields for the fiscal quarter and click Submit. Clicking Save will only save the data and not submit for review.

Enter Additional Attributes

8. Click on the **Entity ID** hyperlink next to the Entity you updated.
9. Validate/populate the applicable fields for the **General Setup** and **Financial Setup** tabs (except for the **Calendar** and **Cash Map** tabs).

10. When you are finished entering information, click the **Save** button.
Result: The **Entity Detail** screen will be updated with the new values.
11. After reviewing all the information click on the **Submit for Review** button.
Result: The **Entity Detail** screen should close and the **Partnership Detail** screen should appear. A status message is displayed for the entity in the **Entity Detail** screen.

Edit / Update Asset

Partner Analyst

Update Entity Details

1. Ensure you are logged in as a Partner Analyst by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the **Main** menu select the **Entity Management** menu.
Result: The **Partnership Search** screen should appear.
3. Select the hyperlink in the **Partnership ID** column for the Partnership you are updating.
Result: The Partnership should be displayed in the search grid based on the search criteria entered.
4. From the **Entities** section of the screen select the Entity you are updating by clicking on the hyperlink in the **Entity ID** column.
Result: **The Entity Detail** screen should be displayed.
5. From the **Entity Detail** screen update the Entity data for the **General Setup** and **Financial Setup** tabs and all sub-tabs.


Periodic Characteristics

6. From the **Entity Detail** screen update the Entity data for the **General Setup** and **Period Characteristics** tab. For existing entities, the latest fiscal quarter-end period characteristics will display. Subsequent fiscal quarters will default characteristics to previous quarter characteristics. Update characteristics as necessary and click Save or Submit for review.
7. When you are finished entering information, click on the **Save** button.
Result: The entered data should save to the entity record.

Setup New Sub-Asset

Partner Analyst

Enter Portal and Select Partnership

1. Ensure you are logged in as a Partner Analyst by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the **Home** screen select the **Setup** Menu in the upper right hand corner.
3. Select **Setup and Maintenance** Menu and click the **Entity Management** option.
4. Select **Partnership Search** from the menu.
Result: The **Partnership Search** screen should appear.
5. Select the hyperlink in the **Partnership ID** column for the Partnership you are setting up an asset calendar for.
Result: The **Partnership Detail** screen should appear.
6. Search for the Partnership you are adding a sub-asset to.
Result: The Partnership should be displayed in the search grid based on the search criteria entered.
 Searches can be done by populating any of the search fields, **Partnership ID**, **Partnership Name** and click on the **Search** button.
7. Click on the hyperlink in the **Partnership ID** column.
Result: The **Partnership Detail** screen should be displayed.

Add New Asset Entity

8. From the **Partnership Detail** screen click the **Add** button located under the **Entities** portion of the screen for the Partnership you are adding a sub-asset to.
Result: The **New Entity Setup** screen should appear.

Verify Inherited Attributes

9. Complete the appropriate fields in the **New Entity Setup** screen and click the **Save** button.
Result: The **Entity Detail** screen will appear.

Periodic Characteristics

10. From the **Entity Detail** screen update the Entity data for the **General Setup** and **Period Characteristics** tab. For new entities, the Period will default to the fiscal quarter-end period of the partnership open period. For example, if the open period is May, the period will default to June. Enter the appropriate fields for the fiscal quarter and click Submit. Clicking Save will only save the data and not submit for review.

Enter Additional Attributes

11. Click on the **Entity ID** hyperlink next to the Entity you updated.
12. Validate/populate the applicable fields for the **General Setup** and **Financial Setup** tabs (except for the **Calendar** and **Cash Map** tabs).
13. When you are finished entering information, click the **Save** button.
Result: The **Entity Detail** screen will be updated with the new values.
14. After reviewing all the information click on the **Submit for Review** button.
Result: The **Entity Detail** screen should close and the **Partnership Detail** screen should appear. A status message is displayed for the entity in the **Entity Detail** screen.

Edit / Update Sub Asset

Partner Analyst

Update Entity Details

1. Ensure you are logged in as a Partner Analyst by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the **Main** menu select the **Entity Management** menu.
Result: The **Partnership Search** screen should appear.
3. Select the hyperlink in the **Partnership ID** column for the Partnership you are updating.
Result: The Partnership should be displayed in the search grid based on the search criteria entered.
4. From the **Entities** section of the screen select the Entity you are updating by clicking on the hyperlink in the **Entity ID** column.
Result: **The Entity Detail** screen should be displayed.
5. From the **Entity Detail** screen update the Entity data for the **General Setup** and **Financial Setup** tabs and all sub-tabs.


Periodic Characteristics

6. From the **Entity Detail** screen update the Entity data for the **General Setup** and **Period Characteristics** tab. For existing entities, the latest fiscal quarter-end period characteristics will display. Subsequent fiscal quarters will default characteristics to previous quarter characteristics. Update characteristics as necessary and click Save or Submit for review. Click Change Period link to view/edit another characteristic period for this entity.
7. When you are finished entering information, click on the **Save** button.
Result: The entered data should save to the entity record.

Setup Housing Data (new setup)

Partner Analyst I

Add New Housing Investment Entity

1. Ensure you are logged in as a Partner Analyst I by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the **Home** screen select the **Entity Management** menu.
Result: The **Partnership Search** screen should appear.
3. Search for the Partnership you are entering housing data for.
Result: The Partnership should be displayed in the search grid based on the search criteria entered.
 Searches can be done by populating any of the search fields, **Partnership ID**, **Partnership Name** etc and click on the **Search** button.
4. Click on the hyperlink in the **Partnership ID** column.
Result: The **Partnership Detail** screen should be displayed.
5. From the **Entities** section of the screen click on the **Add** button.
Result: The **New Entity Setup** screen should be displayed.
6. Complete the appropriate fields in the **New Entity Setup** screen and click the **Save** button.
Result: The **Entity Detail** screen will appear.

Periodic Characteristics

7. From the **Entity Detail** screen update the Entity data for the **General Setup** and **Period Characteristics** tab. For new entities, the Period will default to the fiscal quarter-end period of the partnership open period. For example, if the open period is May, the period will default to June. Enter the appropriate fields including fields available using the Housing Characteristics link for the fiscal quarter and click Submit. Clicking Save will only save the data and not submit for review.
8. Click the **Save** button.
Result: The **Entity Detail** screen will appear.
9. Validate/populate the applicable fields for the sub-tabs within the **General Setup** tab.
10. In the **Financial Setup** tab, update the **General** sub-tab and the **Calendar** sub-tab.
11. Click the **Save** button then close the **Entity Detail** screen.
Result: The **Entity Detail** screen should close and the **Partnership Search** screen should appear.

Edit / Update Housing Data

Partner Analyst I

Edit Housing Investment Entity

8. Ensure you are logged in as a Partner Analyst I by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
9. From the **Home** screen select the **Entity Management** menu.
Result: The **Partnership Search** screen should appear.
10. Search for the Partnership you are updating housing data for. In the **Fund Sector** search field, enter 'Housing' and click on the **Search** button.
Result: The Partnership should be displayed in the search grid based on the search criteria entered.
11. Select the Partnership you are updating housing data for by clicking on the hyperlink in the **Partnership ID** column.
Result: The **Partnership Detail** screen should be displayed.
12. From the **Entities** section select the Entity ID for the Investment you are going to update.
Result: The **Investment Entity Detail** screen will appear.
13. Click on the **Periodic Characteristics** tab. For existing entities, the latest fiscal quarter-end period characteristics will display. Subsequent fiscal quarters will default characteristics to previous quarter characteristics.
14. Update the **Periodic Characteristics** fields as appropriate.
15. Click on the **Housing** hyperlink.
Result: The **Housing Characteristics** dialogue box will appear.
16. Update the **Housing Characteristics** fields as appropriate.
17. Click on the **Submit** button to submit characteristics for review or click Save to only save changes.
18. Click Change Period link to view/edit another characteristic period for this entity.
19. Close the **Investment Entity Detail** screen.
Result: The **Partnership Detail** screen should appear.

Setup New Partner Bank Account

Partner Analyst

Setup Entity Bank Accounts

1. Ensure you are logged in as a Partner Analyst by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the **Home** screen select the **Setup** menu.
Result: The **Partnership Search** screen should appear.
3. Go to the **Setup** Menu in the upper right hand corner and select the **Setup and Maintenance** Menu.
4. Select **Bank Setup** from the menu.
Result: The **Search for a Bank** screen should appear.
5. Click on the **Add Bank** button.
Result: The **New Bank Setup** screen should appear.
6. Populate the **New Bank Setup** fields as appropriate.
7. When you are finished entering information, click on the **Finish** button.
Result: The **Bank** screen should appear.
8. Enter information in the fields on the **Bank Account Information** tab as appropriate.
9. Press the **Save** button.
10. Click on the **Notes** tab then click on the **New** button to add a note.
Result: A dialogue box will appear.
11. Populate the fields in this screen as appropriate and click **Save**.
12. Click on the **Submit to CalPERS** button.
Result: Dialogue box will close.
13. Repeat these steps to create a **Beneficiary Bank**, an **Intermediary Bank**, and a **Partner Account Bank**.

TRAINING MODULE 4 – LEVERAGE DATA MANAGEMENT

INTRODUCTION

The Leverage Data Management process involves setting-up and updating Leverage Information for investments. Leverage Information is provided by Investment Partners when new investments are setup in AREIS and at the end of each quarter. This module describes how to setup and update Leverage Information for investments in AREIS.

OBJECTIVES

The following learning objectives are covered in this module:

- Setup Leverage Data (New Setup)
- Edit / Update Leverage Data (Copy Existing Period)
- Approve Leverage Data
- Reject Leverage Data
- Setup Leverage for Housing (New Setup)

PROCESS NARRATIVE FOR LEVERAGE DATA MANAGEMENT

The Investment Partner Analysts and CalPERS RE Analysts are responsible for data management related to leverage information.

Setup Leverage Information

The Investment Partners initiate the setup of Leverage Information in the AREIS system. An Investment Partner Analyst will search for their partnership and perform the following steps in AREIS:

1. Enter partnership fund and project debt level information (for Housing only)
2. Setup lender information
3. Submit the leverage information to the CalPERS RE unit for review

ARE Analyst (PARO) will review the leverage information and determine if the setup is correct. If edits are required, the RE Analyst (PARO) will prompt the Investment Partner to correct the leverage information in AREIS. When an Investment Partner Analyst has updated the leverage information, he/she will re-submit it to the RE for review. This setup is complete upon RE Analyst's (PARO) approval.

Edit/Update Leverage Information

Investment Partners are responsible for editing and updating leverage information in AREIS.

Approve Leverage Data

The RE Analyst (PARO) receives an email alert to review the updated leverage information once the partner submits it to CalPERS. The RE Analyst (PARO) reviews updates to the leverage information and approves them if all information is correct. Once the leverage is approved in AREIS, an email will be sent to the partner notifying them that the leverage was accepted.

Reject Leverage Data

If the RE Analyst (PARO) finds that errors are present in the leverage information, he/she will reject the leverage, which sends an email to the partner notifying them to correct the errors.

Setup Leverage for Housing (New Setup)

Investment Partners are responsible for setting up leverage information for housing in AREIS, including adding new lenders and entering housing leverage data.

TASK STEPS FOR LEVERAGE DATA MANAGEMENT

Setup Leverage Data (New Setup)

Partner Analyst I

Enter Partnership Fund Level Debt Information

1. Ensure you are logged in as a Partner Analyst I by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the main menu hover over the **Leverage** menu and then click on the **Partner Leverage** drop-down menu.
Result: The **Select Partnership** dialog box should appear.
3. Select the **Partnership ID** for the partnership that you are providing leverage information for.
Result: The selected partnership will display.
4. Enter Leverage Information for the appropriate fields.
(Key in as much information as possible.)
5. After entered Leverage Information, click the **Save** button.
Result: The Leverage information is saved and the **Leverage Information** screen still displays.

Edit / Update Leverage Data (Copy Existing Period)

Partner Analyst I

Copy Partnership Fund Level Debt Information

1. Ensure you are logged in as a Partner Analyst I by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the main menu hover over the **Leverage** menu and then click on the **Partner Leverage** drop-down menu.
Result: The **Select Partnership** dialog box should appear.

3. Select the **Partnership ID** for the partnership that you are providing leverage information for.
Result: The selected partnership will display.
4. Click on the **Select Period** hyperlink.
5. Click on the hyperlink in the **Copy Data** column for the period you are copying information from.
Result: The **Copy Leverage Data** screen should appear.
6. Populate the **Enter New Period** field for the period you are going to enter, then click on the **Save** button.
Result: The leverage that was just copied should appear with the appropriate period and with a **Status of New**.
7. Click the hyperlink in the **Period** column for the new record you created.
Result: The **Copy Leverage Data** screen closes and the **Leverage Data** screen should display for the period you selected.


Submit to CalPERS for Review

8. Click on the **Submit to CalPERS** hyperlink to submit for approval.
Result: The updated leverage information is submitted to CalPERS for review.

Setup Leverage for Housing (New Setup)

Partner Analyst I

Setup Debt Information

1. Ensure you are logged in using a Partner Analyst I role by checking your **USERID** in the bottom right hand corner of the **AREIS status bar**.
2. From the main menu hover over the **Leverage** menu and then click on the **Housing Leverage** drop-down menu.
Result: The **Select Partnership** dialog box should appear.
3. Select the Partnership you are entering leverage information for by clicking on the hyperlink in the **Partnership Id** column.
4. In the **Entities** section, select the Entity you are entering leverage information for by clicking on the hyperlink in the **Entity ID** column.
Result: The **Housing Leverage Data** page should be displayed.
5. Enter Housing Leverage Data for the appropriate fields.
(Key in as much information as possible)
 If your lender is not available in the drop-down list, contact CalPERS to get the lender setup in AREIS.
6. Click on the **Save** button.
7. Click the **Submit to CalPERS** button.
Result: The Leverage information is saved and the **Dashboard** screen will appear.

TRAINING MODULE 5 – PERIODIC CASH FLOW PROJECTIONS

INTRODUCTION

Making Periodic Cash Flow Projections involves performing asset level budgeting and forecasting to update the cash flow projections, and identify the needs for cash in future periods. Requests are then made to CalPERS for the right amount of money for asset operations. This module describes making annual, monthly and weekly cash flow projections with AREIS.

OBJECTIVES

The following learning objectives are covered in this module:

- Setup /Submit New Allocation Projections
- Submit Allocation Projections
- Approve Allocation Projections
- Reject Allocation Projections
- Archive Historical Projections
- Submit Weekly Projections
- Update Weekly Projections
- Submit Cash Flow
- Approve Cash Flow
- Reject Cash Flow
- Void Cash Flow

PROCESS NARRATIVE FOR PERIODIC CASH FLOW PROJECTIONS

Several parties are involved in requests for funding operations (annual, monthly, and weekly cash flow projections and allocations) using AREIS. These include the Investment Partner's Analyst and Supervisor as well as staff from CalPERS RE Unit and PMU (at varying levels).

Setup / Submit New Allocation Projections

To setup or submit new allocation projections, an Investment Partner Analyst creates a new annual allocation projection in AREIS with updated contributions and distributions for the year. After the allocation has been updated, the data is submitted to CalPERS RE unit for review.

When an Investment Partner submits an annual allocation projection in AREIS, a RE Analyst (PARO Analyst) receives a notification to review the allocation projection for completeness and accuracy.

Approve Allocation

If the RE Analyst (PARO Analyst) reviews the allocation projection and deems that it is complete and accurate, he/she approves the allocation projection in AREIS and notifies the Investment Partner.

Reject Allocation Projections

If the RE Analyst (PARO Analyst) deems that additional edits are required, then he/she rejects the allocation projection and notifies the Investment Partner Analyst in AREIS. The Investment Partner Analyst updates the projection allocation in AREIS and re-submits to CalPERS for an additional review cycle.

Archive Historical Projections

Once the data has been submitted and approved, it can be archived in AREIS for future reference.

Submit Weekly Projections

The Investment Partner Analyst creates and submits weekly projections in AREIS to initiate requests for funding and distributions for operations. These projections are verified against specific rules related to dates and funding amounts. (Each circumstance is described in the task steps section of this module). An Investment Partner reviewer then selects an appropriate contribution and enters cash flow against it.

For incentive fees, the validation and approval activities are handled outside of AREIS using the processes currently in place. If the incentive fees are approved, the Board Consultant uploads the approval letter into AREIS. Once the document is uploaded, the Investment Partner updates the pipeline in AREIS based upon the terms in the approval letter.

Submit Cash Flow

Similar to the weekly projections, the cash flow submissions are verified against specific rules before being approved by CalPERS. (Each circumstance is described in the task steps section of this module).

Additional steps must be performed if the cash flow is for REIT fees. If the request is for REIT fees, the partner's supervisor notifies CalPERS PMU to validate these fees. A PMU Analyst reviews the incentive calculation dates based on the terms and agreement of the contract between CalPERS and partners. If the PMU Analyst determines that the fee is not scheduled to be paid or is incorrect, the request is rejected (see reject cash flow). If the fee is scheduled to be paid and is correct, the PMU Analyst notifies the PMU Supervisor to review the request for funding. In this case, the PMU Supervisor receives an alert, reviews the funding request & validation support and approves or rejects the request for funding.

After being reviewed and approved by the appropriate parties, all cash flows are submitted to the RE Supervisor for approval.

Approve Cash Flow

Approval is based on approval threshold limits within the CalPERS Real Estate Unit. If the funding request is approved, a notification is sent to CalPERS Fiscal and Operations Units.

Reject Cash Flow

If the cash flow is rejected by CalPERS, a notification is sent back to the Partner.

Void Cash Flow



The RE Supervisor has the ability to void cash flows in AREIS as he/she deems appropriate.

TASK STEPS FOR PERIODIC CASH FLOW PROJECTIONS

Setup / Submit New Allocation Projections


Partner Analyst I

Update Allocation Projections and/or Pipeline Estimates

1. Ensure you are logged in as a Partner Analyst I by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the main menu select the **Allocation** menu.
Result: The **Allocation details** screen should be displayed.
3. Select the partnership you are entering a projection for by clicking on the corresponding **Partnership Id** hyperlink.
 If a partnership is already displayed click the **Change** button to change your existing partnership selection
Result: The **Allocation details** page should be displayed.
4. In the **Allocations** section update the **Reporting Period**, **Allocation Start Date**, **Allocation End Date**, and **Extension Period**.
5. Click the **Save** button.
Result: The **Allocations details** screen should display the updated data in the **Allocations** section.
6. In the **Allocation Details** section update all appropriate data fields.
 An error message will occur and you will not be able to save or submit the allocation if the allocated funded amount is greater than the committed amount.
7. Click on the **Save** Button.
Result: The **Allocations details** screen should display the updated data in the **Allocation Details** section.
8. In the **Expected Contributions** section update the appropriate values for the applicable months.
9. Click the **Save** button.
Result: The **Allocations details** screen should display the updated data in the **Expected Contributions** section.


Submit Allocation Projections (Core Partners)

Investment Partner

1. From the main menu select the **Allocation** menu.
Result: The **Allocation** details screen should be displayed.
2. Select the partnership you are submitting allocation projections for by clicking on the **Partnership Id** hyperlink.
 If a partnership is already displayed click the **Change** button to change your existing partnership selection.
3. Confirm that the **Strategy** header field displays the value 'Core'.
Result: The Allocation details page should be displayed and the **CalPERS Share of Actual \$ Committed / Allocated** field should be populated with the total current year allocated amount. There should also be a message at the bottom of the screen in red that says **Allocation open for editing**.
4. Click on the button **Submit to CalPERS**.
Result: The Allocation should be submitted to CalPERS for Review. The **Allocation Details** screen will close and the AREIS **Dashboard** will appear.

Submit Allocation Projections (Non Core Partners)

Investment Partner

1. From the main menu select the **Allocation** menu.
Result: The **Allocation** details screen should be displayed.
2. Select the partnership you are submitting allocation projections for by clicking on the **Partnership Id** hyperlink.
 If a partnership is already displayed click the **Change** button to change your existing partnership selection.
3. Confirm that the **Strategy** header field does not display the value 'Core'.
Result: The Allocation details page should be displayed and the **CalPERS Share of Actual \$ Committed / Allocated** field should be populated with the total current year allocated amount. There should also be a message at the bottom of the screen in red that says **Allocation open for editing**.
4. Click on the button **Submit to CalPERS**.
Result: The Allocation should be submitted to CalPERS for Review. The **Allocation Details** screen will close and the AREIS **Dashboard** will appear.

Submit Weekly Projections (Within System Rules)

Partner Analyst I

Create and Submit Weekly Projections

6. Ensure you are logged in as a Partner Analyst I by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.

7. From the main menu select the **Weekly Projection** menu and select the hyperlink in the Partnership ID column for the applicable partnership.

Result: The **Weekly Projection Submissions** screen should be displayed.



If a partnership is not selected the **Select Partnership** dialog box will be displayed and you will need to click on the **Partnership ID** hyperlink for the applicable partnership. If a partnership is already displayed you will need to click the **Change** button to display the **Select Partnership** dialog box.

8. Click on the **Add Pipeline** button.
Result: The **Weekly Projection** screen should be displayed with no data in it.
9. Select the entity you are entering weekly projection information for in the **Entity ID** column.
10. Select **Contribution** in the **Transaction Type** field.
11. Select the applicable values for **Transaction Sub Type**, **Transaction Detail Type**, **Estimated Fund Date**, **Currency**, and **Estimated Amount**.
12. Click the **Submit To CalPERS** button.
Result: The projection is created, saved and the **Weekly Projection** screen closes. The **Weekly Projection Submissions** page should now be displayed and the newly created Projection should be displayed in the **Projection/Cash Flow Details** grid with the approval status as **Projection submitted to CalPERS**.

Submit Weekly Projections (Over Allocated Amount)

Partner Analyst I

*Select Appropriate Contribution and Enter Cash Flow Against It
(Hard Error-Funding Amount)*

1. Ensure you are logged in as a Partner Analyst I by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the main menu select the **Weekly Projection** menu and select the hyperlink in the Partnership ID column for the applicable partnership.
Result: The **Weekly Projection Submissions** screen should be displayed.



If a partnership is not selected the **Select Partnership** dialog box will be displayed and you will need to click on the **Partnership ID** hyperlink for the applicable partnership. If a partnership is already displayed you will need to click the **Change** button to display the **Select Partnership** dialog box.

3. Click on the **Add Pipeline** button.
Result: The **Weekly Projection** screen should be displayed with no data in it.
4. Select the entity you are entering weekly projection information for in the **Entity ID** column.
5. Select **Contribution** in the **Transaction Type** field.
6. Select the applicable values for **Transaction Sub Type**, **Transaction Detail Type**, **Estimated Fund Date**, **Currency**, and **Estimated Amount**.
7. Click the **Submit To CalPERS** button.
Result: You should receive an error message stating **Estimated Amount cannot be greater than the total allocated amount. Please re-enter the estimated amount.**




Contribution Cash Flow funding requests cannot not exceed the committed amount.

Submit Weekly Projections for an Incentive Fee (Within System Rules)

Partner Analyst I

Create and Submit Weekly Projections

1. Ensure you are logged in as a Partner Analyst I by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the main menu select the **Weekly Projection** menu and select the hyperlink in the Partnership ID column for the applicable partnership.
Result: The **Weekly Projection Submissions** screen should be displayed.
 If a partnership is not selected the **Select Partnership** dialog box will be displayed and you will need to click on the **Partnership ID** hyperlink for the applicable partnership. If a partnership is already displayed you will need to click the **Change** button to display the **Select Partnership** dialog box.
3. Click on the **Add Pipeline** button.
Result: The **Weekly Projection** screen should be displayed with no data in it.
4. Select the entity you are entering weekly projection information for in the **Entity ID** column.
5. Select **Contribution** in the **Transaction Type** field.
6. Select the applicable values for **Transaction Sub Type**, **Transaction Detail Type**, **Estimated Fund Date**, **Currency**, and **Estimated Amount**.
7. Click the **Submit To CalPERS** button.
Result: The projection is created, saved and the **Weekly Projection** screen closes. The **Weekly Projection Submissions** page should now be displayed and the newly created Projection should be displayed in the **Projection/Cash Flow Details** grid with the approval status as **Projection submitted to CalPERS**.

Investment Partner

Update Pipeline Report With Approved Amount, Attach Approval Letter

8. Under the **Weekly Projection/Cash Flow Details** section click on the **Pipeline Ref** hyperlink for the pipeline that you are updating.
Result: The Cash Flow Request Form with the details of the Incentive fees should be displayed.
9. On the **Documents** tab click the **Attach Document** button.
Result: The **Upload Document** dialog box should appear.
10. Populate the **Select File**, **Document Description** and **Comment** fields.
11. Click the **Upload** button.
12. When the message 'File uploaded successfully to the web server' displays, click the **Close** button.
Result: The Approval letter has been uploaded and should display on the Cash Flow Request Form under the **Documents** tab.
13. Click the **Submit To CalPERS** button.
Result: The projection is created, saved and the **Weekly Projection** screen closes. The **Weekly Projection Submissions** page should now be displayed and the newly created Projection should be displayed in the **Projection/Cash Flow Details** grid with the approval status as 'Projection submitted to CalPERS'.

Update Weekly Projections

Partner Analyst I

Query Contribution Estimates

1. Ensure that you are logged in as Partner Analyst I by checking your USERID in the bottom right-hand corner of the **AREIS status bar**.
2. From the home screen select the **Weekly Projection** menu.
Result: The **Weekly Projection** screen should appear.
3. From the **Weekly Projection/Cash Flow Details** grid click on the dropdown box to sort for 'Projection Submitted to CalPERS'.

Update Contribution Estimate (Pipeline)

4. Click on **the hyperlink in the Pipeline Ref** column for the projection you are updating.
Result: The screen will display the pipelines with the status of 'Projection Submitted to CalPERS'.
5. Select the appropriate pipeline by clicking the hyperlink under the **Pipeline Ref** column.
Result: The **Weekly Projection** screen should appear.
6. Update the projection and click the **Save** button.
Result: The updated data should save to the projection and the **Weekly Projection** screen should close and the **Weekly Projection Submissions** screen should appear.

Submit Cash Flow (Within System Rules)

Partner Analyst II

Select Appropriate Contribution and Enter Cash Flow Against It

1. Ensure you are logged in as a Partner Analyst II by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.

2. From the main menu select the **Weekly Projection** menu and select the applicable partnership you are entering a cash flow for.

Result: The **Weekly Projection Submissions** screen should be displayed.



If a partnership is not selected the **Select Partnership** dialog box will be displayed and you will need to click on the **Partnership ID** hyperlink for the applicable partnership. If a partnership is already displayed you will need to click the **Change** button to display the **Select Partnership** dialog box.

3. From the **Weekly Projection/Cash Flow Details** grid click on the hyperlink in the **Pipeline Ref** column for the Projection you are entering a cash flow for.

Result: The **Weekly Projection** screen opens and the **Create Cash Flow** button should now be displayed.

4. Click on the **Create Cash Flow** button.

Result: The **Cash Flow Request Form** screen should be displayed.

5. Verify the information is correct.

6. Select the appropriate Partner Bank # from the lookup list.

7. Click the **Submit to CalPERS** button.

Result: The cash flow is submitted for review and the **Cash Flow Request Form** screen is closed and the **Weekly Projection Submissions** page is displayed. Under the **Weekly Projection/Cash Flow Details** grid the Pipeline should be displayed with an **Approval Status of Cash Flow under review**.



This notifies the Partner Supervisor to review the submitted cash flow request.

Partner Supervisor

Submit Cash Flow Request for Contribution

8. Ensure you are logged in as a Partner Supervisor by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.

9. From the main menu select the **Weekly Projection** menu and select the applicable partnership you are reviewing.

Result: The **Weekly Projection Submissions** screen should be displayed.



If a partnership is not selected the **Select Partnership** dialog box will be displayed and you will need to click on the **Partnership ID** hyperlink for the applicable partnership. If a partnership is already displayed you will need to click the **Change** button to display the **Select Partnership** dialog box.

10. From the **Weekly Projection/Cash Flow Details** grid click on the hyperlink in the **Pipeline Ref** column for the Projection you are reviewing.

Result: The **Cash Flow Request Form** should be displayed.

11. Verify all the information is correct.

12. Click on the **Approve/Reject** button.

Result: The **Review** window appears with the option to approve or reject the cash flow request.

13. Click on 'APPROVE' in the **Select One Response** field.

14. Click on the **Send** button.

Result: The Review window closes and the **Weekly Projection Submissions** screen appears. The cash flow you just approved will have an **Approval Status** of **Cash Flow approved by partner**.




This notifies CalPERS to review the submitted cash flow request.

Submit Cash Flow (Distribution - Outside of Recalable Period)

Partner Analyst II

Select Appropriate Contribution and Enter Cash Flow Against It (Recalable Period Soft Error)

1. Ensure you are logged in as a Partner Analyst II by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the main menu select the **Weekly Projection** menu and select the partnership you are entering a cash flow for.
Result: The **Weekly Projection Submissions** screen should be displayed.
-  If a partnership is not selected the **Select Partnership** dialog box will be displayed and you will need to click on the **Partnership ID** hyperlink for the applicable partnership. If a partnership is already displayed you will need to click the **Change** button to display the **Select Partnership** dialog box.
3. From the **Weekly Projection/Cash Flow Details** grid click on the dropdown box to sort for "Projection Submitted to CalPERS".
4. Click on the hyperlink in the **Pipeline Ref** column for the Projection you are entering a cash flow against.
Result: The **Weekly Projection** screen opens and the **Create Cash Flow** button should now be displayed.
5. Click on the **Create Cash Flow** button.
Result: The **Cash Flow Request Form** screen should be displayed and the warning message "The recalable period has expired" should be displayed under the **Transaction Detail** field.
6. Verify the information is correct.
7. Select the appropriate Partner Bank # from the lookup list.
8. Click the **Submit to CalPERS** button.
Result: **Cash Flow Request Form** screen is closed and the **Weekly Projection Submissions** page is displayed. Under the **Weekly Projection/Cash Flow Details** grid the Pipeline should be displayed with an **Approval Status** of **Cash Flow under review**.

Partner Supervisor

Submit Cash Flow Request for Contribution

9. Ensure you are logged in as a Partner Supervisor by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.

10. From the main menu select the **Weekly Projection** menu and select the partnership you are reviewing.

Result: The **Weekly Projection Submissions** screen should be displayed.



If a partnership is not selected the **Select Partnership** dialog box will be displayed and you will need to click on the **Partnership ID** hyperlink for the applicable partnership. If a partnership is already displayed you will need to click the **Change** button to display the **Select Partnership** dialog box.

11. From the **Weekly Projection/Cash Flow Details** grid click on the hyperlink in the **Pipeline Ref** column for the Projection you are reviewing.

Result: The **Cash Flow Request Form** should be displayed.

12. Verify all the information is correct.

13. Click on the **Approve/Reject** button.

Result: The **Review** window appears with the option to approve or reject the cash flow request.

14. Click on 'APPROVE' in the **Select One Response** field.

15. Click on the **Send** button.

Result: The Review window closes and the **Weekly Projection Submissions** screen appears. The cash flow you just approved will have an **Approval Status** of **Cash Flow approved by partner**.

Submit Cash Flow (Contribution for REIT Fees)

Partner Analyst II

Select Appropriate Contribution and Enter Cash Flow Against It

1. Ensure you are logged in as a Partner Analyst II by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.

2. From the main menu select the **Weekly Projection** menu and select the partnership you are entering a cash flow for.

Result: The **Weekly Projection Submissions** screen should be displayed.



If a partnership is not selected the **Select Partnership** dialog box will be displayed and you will need to click on the **Partnership ID** hyperlink for the applicable partnership. If a partnership is already displayed you will need to click the **Change** button to display the **Select Partnership** dialog box.

3. From the **Weekly Projection/Cash Flow Details** grid click on the dropdown box to sort for "Projection Submitted to CalPERS".
4. Click on the hyperlink in the **Pipeline Ref** column for the Projection you are entering a cash flow for.
Result: The **Weekly Projection** screen opens and the **Create Cash Flow** button should now be displayed.
5. Click on the **Create Cash Flow** button.
Result: The **Cash Flow Request Form** screen should be displayed.
6. Verify the information is correct.
7. Select the appropriate Partner Bank # from the lookup list.
8. Click the **Submit to CalPERS** button.
Result: The cash flow is submitted for review and the **Cash Flow Request Form** screen is closed and the **Weekly Projection Submissions** page is displayed. Under the **Weekly Projection/Cash Flow Details** grid the Pipeline should be displayed with an **Approval Status of Cash Flow under review**.

Partner Supervisor

Submit Cash Flow Request for Contribution

9. Ensure you are logged in as a Partner Supervisor by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.

10. From the main menu select the **Weekly Projection** menu and select the partnership you are reviewing.

Result: The **Weekly Projection Submissions** screen should be displayed.



If a partnership is not selected the **Select Partnership** dialog box will be displayed and you will need to click on the **Partnership ID** hyperlink for the applicable partnership. If a partnership is already displayed you will need to click the **Change** button to display the **Select Partnership** dialog box.

11. From the **Weekly Projection/Cash Flow Details** grid click on the hyperlink in the **Pipeline Ref** column for the Projection you are reviewing.

Result: The **Cash Flow Request Form** should be displayed.

12. Verify all the information is correct.

13. Click on the **Approve/Reject** button.

Result: The **Review** window appears with the option to approve or reject the cash flow request.

14. Select 'APPROVE' in the **Select One Response** box.

15. Click on the **Send** button.

Result: The Review window closes and the **Weekly Projection Submissions** screen appears. The cash flow you just approved will have an **Approval Status** of **Cash Flow approved by partner**.




This will also notify CalPERS to review the submitted cash flow request.

Submit Cash Flow (Contribution for REIT Fees – Incorrect Fee Amount)

Partner Analyst II

Select Appropriate Contribution and Enter Cash Flow Against It

1. Ensure you are logged in as a Partner Analyst II by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the main menu select the **Weekly Projection** menu and select the partnership you are entering cash flow for.
Result: The **Weekly Projection Submissions** screen should be displayed.
 If a partnership is not selected the **Select Partnership** dialog box will be displayed and you will need to click on the **Partnership ID** hyperlink for the applicable partnership. If a partnership is already displayed you will need to click the **Change** button to display the **Select Partnership** dialog box.
3. From the **Weekly Projection/Cash Flow Details** grid click on the dropdown box to sort for "Projection Submitted to CalPERS".
4. Click on the hyperlink in the **Pipeline Ref** column for the Projection you are entering a cash flow for.
Result: The **Weekly Projection** screen opens and the **Create Cash Flow** button should now be displayed.
5. Click on the **Create Cash Flow** button.
Result: The **Cash Flow Request Form** screen should be displayed.
6. Verify the information is correct.
7. Select the appropriate Partner Bank # from the lookup list.
8. Click the **Submit to CalPERS** button.
Result: The cash flow is submitted for review and the **Cash Flow Request Form** screen is closed and the **Weekly Projection Submissions** page is displayed. Under the **Weekly Projection/Cash Flow Details** grid the Pipeline should be displayed with an **Approval Status of Cash Flow under review**.

Partner Supervisor

Submit Cash Flow Request for Contribution

9. Ensure you are logged in as a Partner Supervisor by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
10. From the main menu select the **Weekly Projection** menu and select the partnership you are reviewing.

Result: The **Weekly Projection Submissions** screen should be displayed.



If a partnership is not selected the **Select Partnership** dialog box will be displayed and you will need to click on the **Partnership ID** hyperlink for the applicable partnership. If a partnership is already displayed you will need to click the **Change** button to display the **Select Partnership** dialog box.

11. From the **Weekly Projection/Cash Flow Details** grid click on the hyperlink in the **Pipeline Ref** column for the Projection you are reviewing.

Result: The **Cash Flow Request Form** should be displayed.

12. Verify all the information is correct.

13. Click on the **Approve/Reject** button.

Result: The **Review** window appears with the option to approve or reject the cash flow request.

14. In the **Select One Response** box click on **APPROVE**.

15. Click on the **Send** button.

Result: The Review window closes and the **Weekly Projection Submissions** screen appears. The cash flow you just approved will have an **Approval Status** of **Cash Flow approved by partner**.




This will also notify CalPERS to review the submitted cash flow request.

Submit Cash Flow Distribution (Within System Rules)

Partner Analyst II

Enter Cash Flow Item Against Appropriate Distribution

1. Ensure you are logged in using a Partner Analyst II role by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the main menu select the **Weekly Projection** menu and select the partnership you are entering a distribution for.
Result: The **Weekly Projection Submissions** screen should be displayed.
 If a partnership is not selected the **Select Partnership** dialog box will be displayed and you will need to click on the **Partnership ID** hyperlink for the applicable partnership. If a partnership is already displayed you will need to click the **Change** button to display the **Select Partnership** dialog box.
3. From the **Weekly Projection/Cash Flow Details** grid click on the dropdown box to sort for 'Projection Submitted to CalPERS'.
4. Click on the hyperlink in the **Pipeline Ref** column for the projection you are updating.
Result: The **Weekly Projection** screen opens and the **Create Cashflow** button should display.
5. Click on the **Create Cashflow** button.
Result: The **Cash Flow Request Form** screen should be displayed.
6. Verify the information is correct.
7. Click the **Submit to CalPERS** button.
Result: The cash flow is submitted for review and the **Cash Flow Request Form** screen is closed and the **Weekly Projection Submissions** page is displayed. Under the **Weekly Projection/Cash Flow Details** grid the pipeline should be displayed with an Approval Status of 'Cash Flow under review'.

Partner Supervisor

Send Notification to Real Estate Operations and Asset Management

8. Ensure you are logged in using a Partner Supervisor role by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
9. From the main menu select the **Weekly Projection** menu and select the partnership you are reviewing.
Result: The **Weekly Projection Submissions** screen should be displayed.
10. From the **Weekly Projection/Cash Flow Details** grid click on the dropdown box to sort for 'Cash Flow Under Review'.
11. Click on the hyperlink in the 'Pipeline Ref' column for the projection you are approving.
Result: The **Cash Flow Request Form** screen should be displayed.
12. Verify all the information is correct.
13. Click on the **Approve/Reject** button.
Result: The **Review** window appears with the option to approve or reject the cash flow request.
14. In the select 'APPROVE' in the **Select One Response** box.
15. Click the **Send** button.
Result: The **Review** dialog box and the **Cash Flow Request Form** screen should both close and the **Weekly Projection Submissions** screen should be displayed. In the **Weekly Projection/Cash Flow Details** grid the projection just approved should show a status of 'Cash Flow approved' in the **Approval Status** column.





An email notification is sent to RE, Operations and Asset Management.

Submit Cash Flow (Contribution – Not Far Enough in Advance)

Partner Analyst II

Select Appropriate Contribution and Enter Cash Flow Against It

1. Ensure you are logged in as a Partner Analyst II by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the main menu select the **Weekly Projection** menu and select the partnership you are entering a cash flow for.
Result: The **Weekly Projection Submissions** screen should be displayed.
 If a partnership is not selected the **Select Partnership** dialog box will be displayed and you will need to click on the **Partnership ID** hyperlink for the applicable partnership. If a partnership is already displayed you will need to click the **Change** button to display the **Select Partnership** dialog box.
3. From the **Weekly Projection/Cash Flow Details** grid click on the dropdown box to sort for "Projection Submitted to CalPERS".
4. Click on the hyperlink in the **Pipeline Ref** column for the Projection you are entering a cash flow for.
Result: The **Weekly Projection** screen opens and the **Create Cash Flow** button should now be displayed.
5. Click on the **Create Cash Flow** button.
Result: The **Cash Flow Request Form** screen should be displayed.
6. Verify the information is correct.
7. Select the appropriate Partner Bank # from the lookup list.
8. Click the **Submit to CalPERS** button.
Result: You should receive an error message stating 'Please Select Another date. The next available date should be (X number of business days – this is an automatically calculated field) business days from today's date.'
 The cash request date must fall within the appropriate date range for each contribution Cash Flow.

TRAINING MODULE 6 – FINANCIAL MANAGEMENT

INTRODUCTION

Financial Management is a process that consists of consolidating all the financial information received from the Investment Partners, performing reconciliations, making and adjusting entries as necessary, and producing the financial reports (QPR and CAFR).

OBJECTIVES

The following learning objectives are covered in this module:

- Investment Partner Monthly Reconciliation of Contribution and Distribution Accounts
- Investment Partner Submission of Financial Statement Data (Trial Balance or Journal Entry Formats)

PROCESS NARRATIVE FOR FINANCIAL MANAGEMENT

Several parties are involved with managing financial information in AREIS. These parties include Investment Partners, Board Consultants and CalPERS staff from three units: Real Estate, Fiscal and Performance Monitoring.

Investment Partner Monthly Reconciliation of Contribution and Distribution Accounts

Each month Investment Partners are required to review and provide adjustments (if necessary) to the contribution and distribution schedule, which is automatically generated in AREIS based on the reconciled cash flow transaction history for a given period. In this process, the Partner Analyst reviews the schedule and adds adjustments along with notes on the schedule for items that does not match the Partners' Bank reconciliation. The Partner Analyst submits the contribution/distribution schedule to their supervisor for review and approval. The Partner Supervisor can approve the schedule if it is correct, or have the Partner Analyst make adjustments to it. If this supervisor approves, he/she notifies CalPERS Fiscal that the schedule is ready for review.

A Fiscal Analyst is prompted to review the schedule when the Partner Supervisor submits it to CalPERS. If the Fiscal Analyst decides not to approve this schedule because it needs to be updated, the schedule is rejected, and the Partner is contacted to correct the schedule. To complete the update process, the Partner Analyst makes his/her changes to the schedule and resubmits it. The Partner Supervisor receives an email prompting a review of the updated Contribution and Distribution Schedule. If the Partner rejects the updates an email notification of the rejection is sent to the Partner Analyst. Once any additional updates are made and the Partner Analyst resubmits, an email is again sent to the Partner Supervisor prompting a review. This process repeats until the Partner Supervisor approves the Contribution and Distribution Schedule.

If the schedule that the Partner submitted is correct, the Fiscal Analyst approves it and notifies a Fiscal Supervisor that the schedule is ready for their review. This supervisor may approve or reject the schedule. If approved, the Fiscal Supervisor posts the entries to AREIS. If rejected, the Supervisor notifies the Fiscal Analyst to make corrections to the schedule. The Fiscal Analyst contacts the Partner to request that they submit a corrected schedule.

Investment Partner Submission of Financial Statement Data

On a quarterly basis, Investment Partners submit a trial balance for the current period to CalPERS. The financial statement data must balance and match previously accepted monthly contribution and distribution schedules. PMU generates the Financial Statements and Performance reports for the partnership. Then, PMU reconciles the AREIS-generated data with the values on the hard copy financial statements (which the Partner attaches to his submission).

Any discrepancies that PMU finds during the reconciliation process are sent back to the Partner, who corrects the discrepancies and resubmits data into AREIS.

TASK STEPS FOR FINANCIAL MANAGEMENT

Partners Contribution/Distribution with No Adjustments

Partner Analyst I

Review Contribution and Distribution Schedule with No Adjustments

1. Ensure you are logged in as a Partner Analyst I by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the main menu hover over the **Finance** menu and click on the **Monthly Contributions/Distributions** menu.
Result: The **Select Partnership** screen should appear.
3. Select the Partnership that you are reviewing the contribution and distribution schedule for by clicking on the hyperlink in the **Partnership Id** column.
Result: The **Monthly Contributions/Distributions** screen should appear.
4. Click on the **Select Cash Flow Items** hyperlink.
Result: The **Cash Flow Transactions** window should appear.
5. Select the cash flow(s) by clicking in the box to the left of the **Date** field as appropriate.
6. Click on the **Save** Button.
Result: The **Cash Flow Transactions** page closes and the selected cash flows show up against the respective Account Numbers in the **Cash Flow Amount** column.
7. Add notes to the contributions/ distributions by clicking on the Notes hyperlink that have a red asterisk mark against them.
Result: The Notes window should pop up.
8. Click on the **Submit for Review** button.
Result: The application should go back to the **Financial Data** Search.

Partner Supervisor

Receive Alert and Review Contribution and Distribution Schedule - Approve

9. Ensure you are logged in as a Partner Supervisor by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.



The Partner Supervisor should have received an email to review the Contribution and Distribution schedule.

10. From the AREIS dashboard under the **My Activities** section, select the **Active** filter option to view only the active tasks.
11. Click the hyperlink in the **Type** column for the Contributions/Distribution schedule that is to be reviewed.
Result: The **Approve/Reject Web Page** Dialog box is displayed for the Monthly Contributions/Distributions schedule.
12. Select the 'APPROVE' option in the **Select One Response** field.
13. Click the **Send** button.
Result: The Contributions/Distribution schedule is approved.

Partners Contribution/Distribution with Adjustments

Partner Analyst I

Review Contribution and Distribution Schedule with Adjustment

1. Ensure you are logged in as a Partner Analyst I by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the main menu hover over the **Finance** menu and click on the **Monthly Contributions/Distributions** menu.
Result: The **Select Partnership** screen should appear.
3. Select the Partnership that you are reviewing the contribution and distribution schedule for by clicking on the hyperlink in the **Partnership Id** column.
Result: The **Monthly Contributions/Distributions** screen should appear.
4. Click on the **Select Cash Flow Items** hyperlink.
Result: The **Cash Flow Transactions** window should appear.
5. Select the appropriate cash flow(s) by clicking in the box to the left of the **Date** field.
6. Click on the **Save** Button.
Result: The **Cash Flow Transactions** page closes and the selected cash flows show up against the respective Account Numbers in the **Cash Flow Amount** column.

Add Notes with Correct Information

7. Click the hyperlink in the **Adjustments** column for the cash flow you are adjusting.
8. In the **Monthly Cash Flow Adjustments** screen click in the **Description** field and populate a **Description** and then the appropriate **Amount**. To add additional adjustments click on the **Add** button.
9. Click the **Save** button.
Result: The **Monthly Cash Flow Adjustments** screen should close and the adjustment should now appear in the **Adjustments** column of the **Monthly Contributions/Distributions** grid. A message will appear below the Accounts table stating that 'Cash Flow amount selected and/or the total amount does not match the total actual Cash Flow for the period and account. A note is required.'
10. From the **Monthly Contributions/Distributions** screen click on the **Note** hyperlink for the account adjusted in the previous step.
11. In the **Additional Description** dialog box add notes as appropriate and click on the **Save** button.

Result: The note is saved and the **Additional Description** dialog box should close. The **Note** hyperlink should now appear with an * to the right of it.

12. Repeat Steps 7 through 11 for any additional adjustments.

Result: The adjustment should appear in the **Adjustments** column and an * should appear to the right of the **Note** hyperlink.

13. Click the button **Submit for Review**.

Result: The Monthly Contributions and Distribution for the selected period is submitted to Partner Supervisor for Review.

Partner Supervisor

Receive Alert and Review Contribution and Distribution Schedule - Approve

14. Ensure you are logged in as a Partner Analyst I by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.



The Partner Supervisor should have received an email to review the Contribution and Distribution schedule.

15. From the AREIS dashboard under the **My Activities** section, select the **Active** filter option to view only the active tasks.
16. Click the hyperlink in the **Type** column for the Contributions/Distribution schedule that is to be reviewed.
Result: The **Approve/Reject Web Page** Dialog box is displayed for the Monthly Contributions/Distributions schedule.
17. Select the 'APPROVE' option in the **Select One Response** field and click the **Send** button.
Result: The Contributions/Distribution schedule is approved.

Partners Monthly Contribution/Distribution Reconciliation with Adjustments - Initially Rejected

Partner Analyst I

Review Contribution and Distribution Schedule with Adjustment

1. Ensure you are logged in as a Partner Analyst I by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the main menu hover over the **Finance** menu and click on the **Monthly Contributions/Distributions** menu.
Result: The **Select Partnership** screen should appear.
3. Select the Partnership that you are reviewing the contribution and distribution schedule for by clicking on the hyperlink in the **Partnership Id** column.
Result: The **Monthly Contributions/Distributions** screen should appear.
4. Click on the **Select Cash Flow Items** hyperlink.
Result: The **Cash Flow Transactions** window should appear.
5. Select the appropriate cash flow(s) by clicking in the box to the left of the **Date** field.
Result: The **Cash Flow Transactions** page closes and the selected cash flows show up against the respective Account Numbers in the **Cash Flow Amount** column.



Add Notes with Correct Information

6. Click the hyperlink in the **Adjustments** column for the cash flow you are adjusting.
7. In the **Monthly Cash Flow Adjustments** screen click in the **Description** field and populate a **Description** and then the appropriate **Amount**. To add additional adjustments click on the **Add** button.
8. Click the **Save** button.
Result: The **Monthly Cash Flow Adjustments** screen should close and the adjustment should now appear in the **Adjustments** column of the **Monthly Contributions/Distributions** grid. A message will appear below the Accounts table stating that 'Cash Flow amount selected and/or the total amount does not match the total actual Cash Flow for the period and account. A note is required.'
9. From the **Monthly Contributions/Distributions** screen click on the **Note** hyperlink for the account adjusted in the previous step.
10. In the **Additional Description** dialog box add notes as appropriate and click on the **Save** button.
Result: The note is saved and the **Additional Description** dialog box should close. The **Note** hyperlink should now appear with an * to the right of it.

11. Repeat Steps 6 through 10 for any additional adjustments.
Result: The adjustment should appear in the **Adjustments** column and an * should appear to the right of the **Note** hyperlink.
12. Click the button **Submit for Review**.
Result: The Monthly Contributions and Distribution for the selected period is submitted to Partner Supervisor for Review.

Partner Supervisor

Receive Alert and Review Contribution and Distribution Schedule - Reject

13. Ensure you are logged in as a Partner Supervisor by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
 The Partner Supervisor should have received an email to review the Contribution and Distribution Schedule.
14. From the **AREIS dashboard** under the **My Activities** section, select the **Active** filter option to view only the active tasks.
15. Click the hyperlink in the **Type** column for the Contributions/Distribution schedule that is to be reviewed.
Result: The **Approve/Reject** Web Page Dialog box is displayed for the Monthly Contributions/Distributions schedule.
16. Click the **Alert** check box and select the 'REJECT' option in the **Select One Response** field and click the **Submit** button.
 The Contributions/Distribution schedule is approved. If the **Alert** option was selected, the Partner Analyst I should receive notification of the rejection.

Partner Analyst I

Review Contribution and Distribution Schedule with Adjustment

17. Ensure you are logged in as a Partner Analyst I by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
18. From the main menu hover over the **Finance** menu and click on the **Monthly Contributions/Distributions** menu.
Result: The **Select Partnership** screen should appear.
19. Select the appropriate Partnership name by clicking on the hyperlink in the **Partnership Id** column.
Result: The **Monthly Contributions/Distributions** screen should appear.
20. Click on the **Select Cash Flow Items** hyperlink.
Result: The **Cash Flow Transactions** window should appear.

21. Select the cash flow(s) by clicking in the box to the left of the appropriate **Date** field and then click on the **Save** Button.

Result: The **Cash Flow Transactions** page closes and the selected cash flows show up against the respective Account Numbers in the **Cash Flow Amount** column.

Add Notes with Correct Information

22. Select the **Account Number** that needs to be adjusted and click the hyperlink in the **Adjustments** column.
23. In the **Monthly Cash Flow Adjustments** screen click in the **Description** field and populate a **Description** and then the appropriate **Amount**. To add additional adjustments click on the **Add** button.
24. Click the **Save** button.
Result: The **Monthly Cash Flow Adjustments** screen should close and the adjustment should now appear in the **Adjustments** column of the **Monthly Contributions/Distributions** grid. A message will appear below the Accounts table stating that 'Cash Flow amount selected and/or the total amount does not match the total actual Cash Flow for the period and account. A note is required.'
25. From the **Monthly Contributions/Distributions** screen click on the **Note** hyperlink for the account adjusted in the previous step.
26. In the **Additional Description** dialog box add notes as appropriate and click on the **Save** button.
Result: The note is saved and the **Additional Description** dialog box should close. The **Note** hyperlink should now appear with an * to the right of it.
27. Repeat Steps 22 through 26 for any additional Adjustments you need to make.
Result: The adjustment should appear in the **Adjustments** column and an * should appear to the right of the **Note** hyperlink.
28. Click the button **Submit for Review**.
Result: The Monthly Contributions and Distribution for the selected period is submitted to Partner Supervisor for Review.

Partner Supervisor

Receive Alert and Review Contribution and Distribution Schedule - Approve

29. Ensure you are logged in as a Partner Analyst I by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.



The Partner Supervisor should have received an email to review the Contribution and Distribution schedule.

30. From the **AREIS** dashboard under the **My Activities** section, select the **Active** filter option to view only the active tasks.

31. Click the hyperlink in the **Type** column for the Contributions/Distribution schedule that is to be reviewed.

Result: The **Approve/Reject Web Page** Dialog box is displayed for the Monthly Contributions/Distributions schedule.

32. Select the 'APPROVE' option in the **Select One Response** field and click the **Send** button.

Result: The Contributions/Distribution schedule is approved.

Submit Financial Statements (Trial Balance) - Does not balance to zero

Partner Analyst I

1. Ensure you are logged in as a Partner Analyst I by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the main menu hover over the **Finance** menu and click on the **Upload Financial Data** menu.
Result: The **Uploaded Financial Data** screen and the **Select Partnership** window should appear.
3. Select the Partnership you are submitting a trial balance for.
4. Save the **Trial Balance Upload XML** file to your desktop.
5. Click on the **Upload Trial Balance** button.
6. On the **Upload Document** dialog box click the **Browse** button.
7. Attach the **Trial Balance XML** file.
8. Populate the **Document Description** and **Comment** fields as appropriate.
9. Click on the **Upload** button.
Result: The message the 'File uploaded successfully to the web server' should appear in the dialog box.
10. Click on the **Close** button.
Result: The **Upload Document** dialog box should close and the **Uploaded Financial Data** screen should be displayed. The file should now appear on the **Uploaded Financial Data** screen with **Not Processed** in the **Status** column and a **Process** hyperlink in the 'Action' column.
11. Click the **Process** hyperlink for the Trial Balance uploaded in the previous steps.
Result: The **Process Trial Balance Upload File** screen should appear.
12. Verify that the **Entity** field defaults to the correct Entity.
13. Verify that the **Period** field defaults to the correct Period.
14. Click on the **Process** button.
Result: An error message should appear because the financial data in the uploaded **Trial Balance** file does not sum to zero.
15. Click **OK** to accept the error, and then click **Cancel** to close the **Process Trial Balance Upload File** window.
Result: The **Uploaded Financial Data** screen is displayed. The uploaded unbalanced **Trial Balance** file should have 'Error' in the **Action** column.

16. Click the check box next to the unbalanced **Trial Balance** file you uploaded in the previous steps, and click the **Delete** button.

Result: The confirmation dialog box should appear.

17. Click **OK** to accept.

Result: The uploaded **Trial Balance** file disappears from the grid.

Submit Financial Statements (Trial Balance) - Does not Reconcile with Monthly Info

Partner Analyst I


Submit Financial Statements (Trial Balance)

1. Ensure you are logged in as a Partner Analyst I by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the main menu hover over the **Finance** menu and click on the **Upload Financial Data** menu.
Result: The **Uploaded Financial Data** screen and the **Select Partnership** window should appear.

3. Select the Partnership you are submitting a trial balance for.
4. Save the **Unbalanced Trial Balance Upload XML** file to your desktop.
5. Click on the **Upload Trial Balance** button.
6. On the **Upload Document** dialog box click the **Browse** button.
7. Attach the **Unbalanced Trial Balance XML** file.
8. Populate the **Document Description** and **Comment** fields as appropriate.
9. Click on the **Upload** button.
Result: The message the 'File uploaded successfully to the web server' should appear in the dialog box.
10. Click on the **Close** button.
Result: The **Upload Document** dialog box should close and the **Uploaded Financial Data** screen should be displayed. The file should now appear on the **Uploaded Financial Data** screen with **Not Processed** in the **Status** column and a **Process** hyperlink in the 'Action' column.

11. Click the **Process** hyperlink for the Trial Balance uploaded in the previous steps.

Result: The **Process Trial Balance Upload File** screen should appear.

12. Verify that the **Entity** field defaults to the correct Entity.
13. Verify that the **Period** field defaults to the correct Period.
14. Click on the **Process** button.
Result: File is processed and the **Trial Balance Entry** screen appears.
15. Review the data on the **Trial Balance Entry** screen and then click the **Save** button
Result: The **Quarterly Reconciliation Error** dialog window appears.
16. Click the **Review** button.
Result: The **Quarterly Contributions/Distributions Reconciliation** screen opens.
 On this screen, the amounts in the **Monthly Contributions/Distributions** columns will have an opposite sign (+ vs. -) than the **Quarterly Financials** columns. The signs associated with these values are for formatting purposes only, and will not impact the balancing of these amounts.
17. After reviewing the entries, click the **Close** button.
Result: The **Quarterly Contributions/Distributions Reconciliation** screen closes and the **Trial Balance Entry** screen is displayed.
18. From the **Trial Balance Entry** screen, click the **Submit for Review** button.
Result: The **Quarterly Reconciliation Error** dialog window appears.
19. In the **Quarterly Reconciliation Error** window, click the **Submit** button.
Result: The Trial balance is submitted and the **Financial Data Search** screen appears.

Partner Supervisor

Review and Validate Submitted Data (Trial Balance) - Reject

20. Ensure you are logged in as a Partner Supervisor by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
21. From the main menu hover over the **Finance** menu and click on the **Financial Data Search** menu. In the **Select Partnership** window, select the appropriate Partnership.
Result: The **Financial Data Search** screen should appear.
22. Select the period and search for the Trial Balance submitted for your review.
Result: The search grid returns the record with the status as **Submitted to Partner Supervisor**.
23. Click on the hyperlink in the **Period** column
Result: The **Trial Balance Entry** screen should appear with the data that was submitted.
24. Review the data on the **Trial Balance Entry** screen and click the **Approve/Reject** button at the bottom of the screen.
Result: The **Review** dialog box opens with 'APPROVE' or 'REJECT' options in the **Select one Response** field.
25. In the **Review** dialog box, click 'REJECT' in the **Select One Response** field.

26. Click the **Send** button.

Result: The Trial Balance is rejected.



The Partner Analyst I is notified of the rejection by email.

Partner Analyst I

Make Corrections and Provide Comments on Unresolved Discrepancy

27. Ensure you are logged in as a Partner Analyst I by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.



The Partner Analyst I should have received notification of the rejection by email.

28. From the main menu hover over the **Finance** menu and click on the **Financial Data Search** menu. In the **Select Partnership** window, select the Partnership specified you are to make corrections for.

Result: The **Financial Data Search** screen appears.

29. From the **Financial Data Search** screen click on the hyperlink in the **Period** column for the appropriate period.

Result: The **Trial Balance Entry** screen is displayed.

30. Check for the discrepancy in the financial data. View the entries in the **Review** window as part of the Quarterly Reconciliation Error, note down the discrepancies, and hit **Close**.

Result: The **Review** window closes and returns to the **Trial Balance Entry** screen.

31. Update the **Ending Balance** for the accounts noted in the previous step. View the **Difference** in the top right portion of the page and apply the difference to any adjustment account. Ensure that the Difference changes to 0.00.

32. Click the **Submit for Review** button.

Result: The Trial Balance is submitted to Partner Supervisor for review.

Partner Supervisor

Review and Validate Submitted Data (Trial Balance) - Approve

33. Ensure you are logged in as a Partner Supervisor by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
34. From the main menu hover over the **Finance** menu and click on the **Financial Data Search** menu. In the **Select Partnership** window, select the appropriate Partnership.
Result: The **Financial Data Search** screen should appear.
35. Select the period and search for the Trial Balance submitted for your review.
Result: The search grid returns the record with the status as **Submitted to Partner Supervisor**.
36. Click on the hyperlink in the **Period** column
Result: The **Trial Balance Entry** screen should appear with the data that was submitted.
37. Review the data on the **Trial Balance Entry** screen and click the **Approve/Reject** button at the bottom of the screen.
Result: The **Review** dialog box opens with options to APPROVE or REJECT in the **Select One Response** field.
38. In the **Review** dialog box, click 'APPROVE' in the **Select One Response** field.
39. Click the **Send** button.
Result: The Trial Balance passes first approval and is submitted to CalPERS for approval.

Partner Analyst I

Submit Data and Attach Copy Statements (Trial Balance)

40. Ensure you are logged in as a Partner Analyst I by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
41. From the main menu hover over the **Finance** menu and click on the **Upload Financial Data** menu.
Result: The **Uploaded Financial Data** screen and the **Select Partnership** window should appear.
42. Select the Partnership you are submitting a trial balance for by clicking the hyperlink in the **Partnership ID** column.
Result: The **Trial Balance Entry Detail** screen appears.
43. Click on the **Supporting Documents** hyperlink.
Result: The **Trial Balance Upload Documents** screen appears.
44. Click on the **Attach** button.
Result: The **Upload Document** screen appears.
45. Select a file from your computer using the **Browse** button.

46. Populate the **Document Description** and **Comment** fields as appropriate.

Click the **Upload** button, and then click the **Close** button.

Result: The **Upload Document** screen is closed and the **Trial Balance Upload Documents** screen is displayed and the attached document is listed in the grid.



CalPERS is sent an email notification regarding the financial data.

Submit Financial Statements (JOURNAL ENTRY) - Does not Balance to Zero

Partner Analyst I

1. Ensure you are logged in as a Partner Analyst I by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the main menu hover over the **Finance** menu and select the **Upload Financial Data** menu.
Result: **Uploaded Financial Data** and **Select Partnership** screens should appear.
3. Select the Partnership you are uploading information for.
4. Save the Unbalanced Journal Entry XML file to your desktop.
5. Click on the **Upload Journal Entry** button.
6. On the **Upload Document** dialog box click the **Browse** button.
7. Attach the Unbalanced Journal Entry XML file.
8. Populate the **Document Description** and **Comment** fields as appropriate.
9. Click on the **Upload** button.
Result: The message 'File uploaded successfully to the web server' should appear on the screen.
10. Click on the **Close** button.
Result: The **Upload Document** dialog box should close and the **Uploaded Financial Data** screen should appear. The file should now appear in the grid with **Not Processed** in the **Status** column and the **Process** hyperlink in the **Action** column.
11. Click the **Process** hyperlink for the spreadsheet uploaded in the previous steps.
Result: The **Process Standard JE Upload File** screen should appear.
12. Verify that the **Period** field defaults to the current period.
13. Verify that the **Basis** drop down menu defaults to 'CalPERS Share (Accrual)'

14. Click on the **Process** button.
Result: File is processed and the **Uploaded Journal Entry** screen should appear.
15. Review the data on the **Uploaded Journal Entry** screen.
16. Click the **Save** button
Result: An error message appears stating that the entry is out of balance.
17. Click the **OK** to acknowledge the error.
Result: The error message closes and the **Uploaded Journal Entry** screen is visible.
18. Click the **Cancel** button.
Result: The **Uploaded Financial Data** screen is displayed.

Submit Financial Statements (JOURNAL ENTRY) - Does Not Reconcile with Monthly Info

Partner Analyst I

Submit Financial Statements (Journal Entry)

1. Ensure you are logged in as a Partner Analyst I by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the main menu hover over the **Finance** menu and select the **Upload Financial Data** menu.
Result: **Uploaded Financial Data** and **Select Partnership** screens should appear.
3. Select the Partnership you are uploading information for.
4. Save the Unbalanced Journal Entry XML file to your desktop.
5. Click on the **Upload Journal Entry** button.
6. On the **Upload Document** dialog box click the **Browse** button.
7. Attach the Unbalanced Journal Entry XML file.
8. Populate the **Document Description** and **Comment** fields as appropriate.
9. Click on the **Upload** button.
Result: The message 'File uploaded successfully to the web server' should appear on the screen.
10. Click on the **Close** button.
Result: The **Upload Document** dialog box should close and the **Uploaded Financial Data** screen should appear. The file should now appear in the grid with **Not Processed** in the **Status** column and the **Process** hyperlink in the **Action** column.


11. Click the **Process** hyperlink for the spreadsheet uploaded in the previous steps.
Result: The **Process Standard JE Upload File** screen should appear.
12. Verify that the **Period** field defaults to the current period.
13. Verify that the **Basis** drop down menu defaults to 'CalPERS Share (Accrual)'
14. Click on the **Process** button.
Result: File is processed and the **Uploaded Journal Entry** screen should appear.
15. Review the data on the **Uploaded Journal Entry** screen.
16. Click the **Submit for Review** button.
Result: The entries are submitted to Partner Supervisor and the **Uploaded Financial Data** screen is displayed. After refreshing, the status of the Journal Entry should be **Submitted for Approval**.



The Partner Supervisor is sent a notification to review the financial data.

Partner Supervisor

Review and Validate Submitted Data (JOURNAL ENTRY) - Reject

17. Ensure you are logged in as a Partner Supervisor by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
 The Partner Supervisor should have received a notification to review the financial data.
18. From the AREIS dashboard under the **My Activities** section, select the 'Active' filter option
19. Click **Search** to view only the active tasks.
20. Click the hyperlink in the **Type** column for the Journal Entry that requires approval.
Result: The **Review** dialog box opens with options to 'APPROVE' or 'REJECT' in the **Select One Response** field.
21. In the **Review** dialog box, click 'REJECT', and then click the **Send** button.
Result: The Journal Entry is rejected.



The Partner Analyst I is notified of the rejection by email.

Partner Analyst I


Make Corrections and Provide Comments on Unresolved Discrepancy

22. Ensure you are logged in as a Partner Analyst I by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.

23. From the main menu hover over the **Finance** menu and click on the **Financial Data Search** menu. In the **Select Partnership** window, select the appropriate Partnership.
Result: The **Financial Data Search** screen should appear.
24. From the **Financial Data Search** screen click on the hyperlink in the **Period** for the appropriate period.
Result: The **Journal Entry Detail** screen is displayed.
25. Review the financial data and make the appropriate adjustments.
26. Click the **Submit for Review** button.
Result: The Journal Entry is submitted to the Partner Supervisor for review.

Partner Supervisor

Review and Validate Submitted Data (Journal Entry) - Approve

27. Ensure you are logged in as a Partner Supervisor by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
28. From the **AREIS** dashboard under the **My Activities** section, select the **Active** filter option
29. Click **Search** to view only the active tasks.
30. Click the hyperlink in the **Type** column for the Journal Entry that requires approval.
Result: The **Review** dialog box opens with options to APPROVE or REJECT in the **Select One Response** field.
31. In the **Review** dialog box, click 'APPROVE' in the **Select One Response** field.
32. Click the **Send** button.
Result: The Journal Entry is approved and submitted for review.
 CalPERS is notified of the submitted financial data.

Partner Analyst I

Submit Data and Attach Copy Statements (Journal Entry)

33. Ensure you are logged in as a Partner Analyst I by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
34. From the main menu hover over the **Finance** menu and click on the **Financial Data Search** menu.
Result: The **Select Partnership** screen appears.
35. Select the Partnership as you are submitting data for by clicking on the hyperlink in the **Partnership ID** column.
Result: The **Financial Data Search** screen appears.
36. Set the **Posted/Unposted** filter to 'All' and change the period to the appropriate period.
37. Click the hyperlink of the Source entry you are submitting data for.
Result: The **Journal Entry Detail** screen appears.
38. Click on the **Supporting Documents** hyperlink.
Result: The **Journal Entry Upload Documents** screen appears.
39. Click on the **Attach** button.
Result: The **Upload Document** screen appears.
40. Click the **Browse** button and select the file to upload.
41. Populate the **Document Description** and **Comment** fields as appropriate.
42. Click the **Upload** button, and then click the **Close** button.
Result: The **Upload Document** screen is closed and the **Journal Entry Upload Documents** screen is displayed and the attached document is listed in the grid.

TRAINING MODULE 7 – APPRAISAL MANAGEMENT

INTRODUCTION

Appraisal Management ranges from setting up approved appraisers to disputing appraisals in AREIS. The objectives, process narrative, and task steps detail this process.

OBJECTIVES

The following learning objectives are covered in this module:

- Setup Approved Appraisers
- Setup new Appraisal / Business Valuation (BV) Schedule
- Submit Status on Appraisal / BV
- Accept Appraisal Draft (Manage Communication for Appraisal / BV Submissions)
- Submit Final Appraisal / BV

PROCESS NARRATIVE FOR APPRAISAL MANAGEMENT

Several parties are involved with performing appraisals and business valuations in AREIS. These parties include Appraisal Firms, Investment Partners and staff from CalPERS Performance Monitoring Unit.

Create Bid Package

When a Fund Sector is to be appraised, a PMU Analyst creates a bid package in AREIS for the appropriate quarter. Approved Appraisal Firms are automatically alerted that a new bid package is available for their review. The Appraiser Admin reviews the documentation provided by CalPERS and Investment Partners, and decides whether or not they will participate in the bid.

Setup new Appraisal / Business Valuation (BV) Schedule

Outside of AREIS, the PMU and REU finalizes the appraisal and business valuation schedule. To complete the setup process, the PMU Analyst adjusts the schedule in AREIS and notifies the Investment Partners of his/her updates.

The Investment Partner reviews the upcoming assets, portfolio and business valuations, uploads the required documentation and updates Property Salient Information (PSI) into AREIS.

Submit Status on Appraisal / BV

The Appraiser Analyst and Investment Partner submit separate bi-monthly status reports on the property status. The Appraiser, Investment Partner, or CalPERS may have a question or response to the status report. The PMU Analyst reviews this report.

Accept Appraisal Draft (Manage Communication for Appraisal / BV Submissions)

The Partner Analyst reviews the draft appraisal, comments on the appraisal, and may submit questions or supporting documentation. If this is the case, the Appraisal Firm receives an alert indicating that the Partner Analyst has questions that require review. The Appraiser Supervisor reviews these questions, provides additional documentation and submits responses to the Partner in AREIS. The Partner Analyst reviews the responses. The PMU Analyst tracks the status of interactions between the Appraisal Firm and Investment Partner.

The PMU Appraisal Supervisor closes the partner Q&A period.

Submit Final Appraisal / BV and Record It

The Appraiser Supervisor uploads the appraisal and other requirements into the portal. The Investment Partner Analyst downloads the final appraisal and other

required documents, validates them, and then uploads documentation into AREIS.

TASK STEPS FOR APPRAISAL MANAGEMENT

Create Bid Package

Partner Analyst I

Verify and Update / Attach Asset Information


1. Ensure you are logged in as a Partner Analyst I by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.



You should have received a document checklist from CalPERS specifying what documents you should upload

2. From the main menu, select the **Appraisal** menu.
Result: The **Appraisal Dashboard** should appear.
3. Make certain the **Year** field at the top is appropriate for the information you are entering. Within the **Appraisal Checklist Summary** section, select the hyperlink under the **Status** column that corresponds with the appropriate entity.
Result: The **Appraisal Documentation Checklist** screen should appear.
4. Under the **Appraisal Documents** section select the type of document you are uploading from the **Select Category** drop down box and click the **Attach** button.
Result: The **Upload Document** dialog box should appear.
5. Click the **Browse** button and select the appropriate file on your computer and click **Open**. Populate the **Document Description** and **Comment** fields as appropriate and click the **Upload** button.
Result: The inputted information in the **Upload Document** dialog box should clear and the message "File uploaded successfully to the web server" should appear underneath the **Upload** button.
6. Click the **Close** button.
Result: The Upload Document dialog box closes and the **Appraisal Documentation Checklist** screen should appear with the document should in the **Appraisal Documents** grid with the **Category** field corresponding with type selected previously.
7. Click the **Save** button.
8. Use steps 4-7 to upload any remaining checklist items. For training purposes, the same file can be uploaded each time and classified as a different document type.
9. Once you have uploaded the documents, click the **Save** button.
Result: In the main **Appraisal Checklist Summary** screen, the entity should continue to be

in **Working** status. The corresponding check boxes for the main document types should update as appropriate.

10. Navigate to the **Dashboard**. In the **My Entities** section, click the **Search** button to list all partner entities. Select the entity that the checklist is being completed for. Be sure to select the correct entity class (**Asset/Investment/Partnership**).
Result: The Entity Detail screen should appear.
11. Verify the entity attributes as appropriate and click **Save**.
Result: Any updated fields should be saved for the entity and should be visible if you click into another tab and then return.
12. Close the **Entity Detail** screen and navigate back to the **Appraisal** screen. Verify the correct year is displayed and click the hyperlink under the **Status** column for the entity that the checklist is being completed for.
Result: The **Appraisal Documentation Checklist** screen should appear.
13. When you are finished verifying the information, click the **Submit to CalPERS** button.
Result: A confirmation dialog box appears.
14. Click the **OK** button.
Result: The box should close and the entity should now have a **Status** of **Submitted** in the **Appraisal Checklist Summary**.
 You may need to refresh your screen to see the updated status of the entity.
15. Complete steps 10-14 again with the data for another entity.
Result: After submission to CalPERS, the second entity will also have a status of **Submitted**.

Submit Status on Appraisal / BV

Partner Analyst

Partner Submit Bi-Monthly Status Report on Property Status

1. Ensure you are logged in as a Partner Analyst by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. Click on **Appraisal** on the top menu.
Result: The **Appraisal Dashboard** appears.
3. Under the **Appraisals** section of the dashboard select the appropriate **Entity ID** hyperlink.
Result: The **Appraisal Details** screen should appear.
4. Click on the **Appraisal Details** tab.
5. Select the **Biweekly Reports** tab then click the **Add** button.
Result: The **Biweekly Reports** dialog box should open.
6. Complete the fields and click the **Save** button.
Result: The information that was entered in the **Biweekly Reports** dialog box should be populated in the **Biweekly Reports** tab grid under the **Appraisal Details** tab.

Partner Analyst

Partner has a question or response

7. Ensure you are logged in as a Partner Analyst by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
8. Click on **Appraisal** on the top menu.
Result: The **Appraisal Dashboard** appears.
9. Under the **Appraisals** section of the dashboard and select the appropriate **Entity ID** hyperlink.
Result: The **Appraisal Details** screen should appear.
10. Select the **Appraisal Details** tab.
11. Select the **Question / Answer** tab and click the **Add** button.
Result: The **Ask Question** dialog box should open.

12. Use the Attention checkboxes at the top of the dialogue box to select which parties should view/respond the question.
13. In the **Question** box, type a question and click the **Submit** button.
Result: The screen closes and the question is displayed in the grid. You can add additional questions / answers.

Accept Appraisal Draft (Manage Communication for Appraisal / BV Submissions)


Partner Analyst

Review Draft And / Or Comments to Appraisal

1. Ensure you are logged in as a Partner Analyst by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the main menu select the **Appraisal** menu.
Result: The **Partner Appraisal Summary** screen should be displayed.
3. Ensure the year is appropriate for the information you are entering. Under the **Appraisals** section select the hyperlink in the **Entity ID** column for the appraisal you want to select.
Result: The **Appraisal Details** screen should appear.
4. Navigate to the **Appraisal Details** tab then to the **Documents** tab.
Result: The **Document** grid should appear.
5. Select the hyperlink under the **View** column for the document you would like to view.
Result: The document should open on the screen.
6. Save the document to your desktop for review.
Result: The document should save to your desktop and open without error.

Submit Questions And Supporting Documentation

7. From the main menu select the **Appraisal** menu.
Result: The **Partner Appraisal Summary** screen should display.
8. Ensure the year is appropriate for the information you are entering. Under the **Current Appraisals** section select the hyperlink in the **Entity ID** column for the entity you would like to review.
Result: The **Appraisal Details** screen should appear.
9. Select the **Appraisal Details** tab.

10. Select the **Question / Answer** tab and click the **Add** button.
Result: The **Ask Question** dialog box should open.
11. Select whether CalPERS only or both CalPERS and Investment Partner should view/respond to question.
12. In the **Question Box** type a question and click the **Submit** button.
Result: The question should appear on the **Questions/Answer** grid. The questions and subsequent answers should only be visible to CalPERS users and the users specified using the checkboxes.
 The Appraiser Analyst should receive an email alert to review the questions.

Partner Analyst

Review Responses to Questions

13. Ensure you are logged in as a Partner Analyst by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
14. From the main menu select the **Appraisal** menu.
Result: The **Partner Appraisal Summary** screen should be displayed.
15. Under the **Appraisals** section select the hyperlink in the **Entity ID** column for the entity you would like to review.
Result: The **Appraisal Details** screen should appear.
16. Select the **Appraisal Details** tab.
17. Select the **Question/Answers** tab.
Result: The **Question/Answers** grid should be displayed for you to review.
18. Select the **View/Add** hyperlink under the **Answers** column for the respective question to view the answers.
Result: The **Appraisal Answers** dialog box should appear.

Record Final Appraisal

Partner Analyst

Validate Final Appraisal And Validate Supporting Documentation

1. Ensure you are logged in as a Partner Analyst by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. Select **Appraisal** on the top menu.
Result: The **Appraisal Dashboard** should appear.
3. Under the **Appraisals** section select the hyperlink in the **Entity ID** column for the entity you would like to review
Result: The **Appraisal Details** screen should appear.
4. Select each of the tabs under **Property Salient Information** to review the information **Property Data, Property Overview, Property Characteristics, Property Valuations, Property Financials**.
Result: Data from the appraisal should be populated in the fields.
5. Navigate to the **Appraisal Details** tab then to the **Documents** tab.
Result: The Document grid should appear.
6. Select the hyperlink under the **View** column for the document you would like to download
Result: The document should open for review.

TRAINING MODULE 8 – ENTITY TERMINATION / TRANSFER

INTRODUCTION

Entity termination or transfer involves distinct and related processes that are discussed in this module. These processes may include dissolving a partnership where all related books are closed or dissolving an investment where the partnership remains. Terminating or transferring (partially or fully) an asset, investment, or partnership is also discussed. Terminations or transfers must be approved or rejected.

OBJECTIVES

The following learning objectives are covered in this module:

- Dissolve Partnership
- Dissolve Investment (Partnership remains)
- Terminate Asset (Partnership/Investment remains)
- Terminate Sub-Asset
- Transfer Asset (100% ownership) between Investment Entities of different Partnerships
- Partial Transfer of Asset between Investment Entities of the Same Partnership
- Partial Transfer of Asset between Investment Entities of Different Partnerships
- Transfer Investment (100%) between Different Partnership of the Different Partners
- Terminate Asset (100% sale to 3rd Party)

PROCESS NARRATIVE FOR ENTITY TERMINATION / TRANSFER

An overview and combined description of the entity termination and transfer process is presented here to avoid repetition. The Task Steps section that follows the process narratives provides detailed steps for each learning objective. Please note that dissolutions are not necessarily concluded in a short time and may require time.

Dissolve Partnership

When a partnership is going to be dissolved, a Fiscal Analyst receives the notification, follows-up with the partner on any open items, reconciles the bank accounts and notifies PMU of finalized bank reconciliation. The PMU Analyst books adjusting journal entries to zero-out the partner accounts and inactivates the partnership in AREIS. The partnership is dissolved at that point.

Dissolve an Investment where the Partnership Remains

An investment may be dissolved where the partnership remains. In this case, the Investment Partner Analyst does the following in AREIS:

1. Queries the table for prior quarter leverage information
2. Updates fund level leverage information
3. Queries table for entities and select entities to terminate
4. Terminates the entity (or entities)
5. Submits to PMU for approval

The PMU Analyst will receive an alert to review and Approve termination of the investment. If the termination is valid, it is accepted and the asset is inactivated. The PMU Analyst notifies the Investment Partner to make corrections if the asset termination is invalid.

Terminate Asset (Partnership or Investment Remains) and Transfer Sub-asset

The Investment Partner Analyst follows the same steps for terminating or transferring an asset or sub-asset as described above in "Dissolving an Investment where the Partnership Remains", except that he/she creates a new owner record after querying the table for entities. For example, if an asset is transferred, a new owner record is created. Here are the steps:

1. Queries the table for prior quarter leverage information
2. Updates fund level leverage information
3. Queries table for asset (or sub-asset) and select asset (or sub-asset) to terminate
4. Creates a new owner of record with asset start date and ownership percentage
5. Terminates the asset (or sub-asset)

6. Submits to PMU for approval

The above steps are also applied to the following transactions:

- Partial Transfer of Asset
 - Between Investment Entities of the Same Partnership
 - Between Investment Entities of Different Partnerships
- Transfer Investment (100%)
 - Between Different Partnerships of the Same Partner
 - Between Different Partnership of Different Partners

TASK STEPS FOR ENTITY TERMINATION / TRANSFER

Dissolve Partnership

Investment Partner

Perform Final Bank Reconciliation

13. Ensure you are logged in as a Partner Analyst by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.

14. On your dashboard in the **My Activities** section select the **Active** option in the filter drop down menu and click **Search**.



The alert should be displayed in the **My Activities** grid.

15. Perform final bank reconciliation as part of the monthly contribution distribution flow.

16. Click on the **Workflow** hyperlink in the **Type** column corresponding to the follow-up on partnership activity.

Result: A dialog box will appear with the option to mark the activity as complete.

17. Select **Complete** from the options.

18. Click the **Send** button.

Result: The **Approve/Reject** dialog should close.



A notification is sent to the Partner Analyst.

Book Any Required Adjusting Journal Entries

19. On your dashboard in the **My Activities** section select the **Active** option in the filter drop down menu and click **Search**.



The alert should be displayed in the **My Activities** grid.

20. Perform any required adjusting journal entries that need to be booked in order to terminate the partnership.

21. Click on the **Workflow** hyperlink in the **Type** column corresponding to the follow-up on partnership activity.

Result: A dialog box will appear with the option to mark the activity as complete.

22. Select **Complete** from the options.

23. Click the **Send** button.

Result: The **Approve/Reject** dialog should close.



A notification is sent to the PMU Recon Analyst.

Dissolve Investment (Partnership remains)

Partner Analyst I

Query Table for Prior Quarter Leverage Information and Select

1. Ensure you are logged in as a Partner Analyst I by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the main menu hover over the **Leverage** menu and click on the **Partner Leverage**
Result: The **Select Partnership** dialog box should appear.
3. Select the hyperlink in the **Partnership ID** column for the appropriate Partnership.
4. Select the Prior Quarter Leverage Information by clicking on the applicable hyperlink in the **Period** column.
Result: The **Leverage Information Page** should appear.

Update Fund Level Leverage Information

5. From the **Leverage Information Page** edit the Leverage information.
6. When you are finished editing, click the **Save** button.
Result: The updated Leverage information should be saved and displayed on the **Leverage Information Page**.

Query Table for Entities and Select Entities to Terminate

7. On the main menu select **Entity Management**.
Result: The **Partnerships** search screen should appear.
8. Search for the Partnership by populating the **Partnership ID** or **Partnership Name** fields then click the **Search** button.
9. Select the Partnership by clicking on the hyperlink in the **Partnership ID** column.
Result: The **Partnership Detail** screen should now be displayed.
10. In the **Entities** section select the appropriate Entity by clicking on the applicable hyperlink in the **Entity ID** column.
Result: The **Entity Detail** screen should appear.
11. From the **General Setup** tab click the **General** sub-tab.
12. In the **Miscellaneous** section, update any appropriate fields.
13. Click the **Save** button.

14. Close the **Entity Detail** screen.
Result: The **Partnership Detail** screen should now be displayed.

Terminate Asset in System

15. Select the Entity by clicking on the **Entity ID** hyperlink.
Result: The **Entity Detail** screen should appear.
16. Click on the **General** tab and enter the information listed on your datasheet into the **Miscellaneous** section.
17. Click the **Save** button.
Result: The details of the asset to be terminated should be changed and appear on the screen.
18. Click the **Terminate** button.
Result: A dialogue box appears.
19. Populate the **Termination Date** and **Disposition Reason** fields then click **Submit**.
Result: A confirmation dialogue box appears.
20. Click the **OK** button on the dialogue box.
Result: The dialog box should close and the **Partnerships** search screen should now be displayed.

Partner Analyst II

Submit to PMU for Approval

21. Ensure you are logged in as a Partner Analyst II by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
22. On the main menu select **Entity Management**.
Result: The **Partnerships** search screen should appear.
23. Search for the Partnership by populating the **Partnership ID** or **Partnership Name** fields then click the **Search** button.
24. Select the Partnership by clicking on the hyperlink in the **Partnership ID** column.
Result: The **Partnership Detail** screen should now be displayed.
25. In the **Entities** section select the appropriate Entity by clicking on the applicable hyperlink in the **Entity ID** column.
Result: The **Entity Detail** screen should appear. In the **Entity Detail** section of the screen in red the message 'Waiting for Partner Analyst II Approval for Entity Termination' should appear.
26. Click the **Approve/Reject** button.
Result: The Workflow dialog box should appear for the user to confirm that the leverage information has been updated for the entity being terminated.

27. Click on 'COMPLETE' in the **Select One Response** field and then click the **Send** button.
Result: The dialog box should close and the **Entity Detail** screen should be displayed.
28. Close the **Entity Detail** Screen.
Result: The **Partnership Detail** screen should display.
29. Select the Entity by clicking on the **Entity ID** hyperlink.
Result: The **Entity Detail** screen should appear. In the **Entity Detail** section of the screen in red the message 'Waiting for Partner Analyst II Approval for Entity Termination' should appear.
30. Click the **Approve/Reject** button.
Result: The Workflow dialog box should appear.
31. Click the box next to **Alert** and click on 'FULL' in the **Select One Response** field and then click the **Send** button.
Result: The dialog box should close and the **Entity Detail** screen should be displayed.

Terminate Asset (Partnership / Investment remains)

Partner Analyst I

Query Table for Prior Quarter Leverage Information and Select

1. Ensure you are logged in as a Partner Analyst I by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the main menu hover over the **Leverage** menu and click on the **Partner Leverage**
Result: The **Select Partnership** dialog box should appear.
3. Select the hyperlink in the **Partnership ID** column for the appropriate Partnership.
4. Select the Prior Quarter Leverage Information by clicking on the applicable hyperlink in the **Period** column.
Result: The **Leverage Information Page** should appear.

Update Fund Level Leverage Information

5. From the **Leverage Information Page** edit the Leverage information.
6. When you are finished editing, click the **Save** button.
Result: The updated Leverage information should be saved and displayed on the **Leverage Information Page**.

Query Table for Entities and Select Entities to Terminate

7. On the main menu select **Entity Management**.
Result: The **Partnerships** search screen should appear.
8. Search for the Partnership by populating the **Partnership ID** or **Partnership Name** fields then click the **Search** button.
9. Select the Partnership by clicking on the hyperlink in the **Partnership ID** column.
Result: The **Partnership Detail** screen should now be displayed.
10. In the **Entities** section select the appropriate Entity by clicking on the applicable hyperlink in the **Entity ID** column.
Result: The **Entity Detail** screen should appear.
11. From the **General Setup** tab click the **General** sub-tab.
12. In the **Miscellaneous** section, update any appropriate fields.
13. Click the **Save** button.

14. Close the **Entity Detail** screen.
Result: The **Partnership Detail** screen should now be displayed.

Terminate Asset in System

15. Select the Entity by clicking on the **Entity ID** hyperlink.
Result: The **Entity Detail** screen should appear.
16. Click on the **General** tab and enter the information listed on your datasheet into the **Miscellaneous** section.
17. Click the **Save** button.
Result: The details of the asset to be terminated should be changed and appear on the screen.
18. Click the **Terminate** button.
Result: A dialogue box appears.
19. Populate the **Termination Date** and **Disposition Reason** fields then click **Submit**.
Result: A confirmation dialogue box appears.
20. Click the **OK** button on the dialogue box.
Result: The dialog box should close and the **Partnerships** search screen should now be displayed.

Partner Analyst II

Submit to PMU for Approval

21. Ensure you are logged in as a Partner Analyst II by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
22. On the main menu select **Entity Management**.
Result: The **Partnerships** search screen should appear.
23. Search for the Partnership by populating the **Partnership ID** or **Partnership Name** fields then click the **Search** button.
24. Select the Partnership by clicking on the hyperlink in the **Partnership ID** column.
Result: The **Partnership Detail** screen should now be displayed.
25. In the **Entities** section select the appropriate Entity by clicking on the applicable hyperlink in the **Entity ID** column.
Result: The **Entity Detail** screen should appear. In the **Entity Detail** section of the screen in red the message 'Waiting for Partner Analyst II Approval for Entity Termination' should appear.
26. Click the **Approve/Reject** button.
Result: The Workflow dialog box should appear for the user to confirm that the leverage information has been updated for the entity being terminated.

27. Click on 'COMPLETE' in the **Select One Response** field and then click the **Send** button.
Result: The dialog box should close and the **Entity Detail** screen should be displayed.
28. Close the **Entity Detail** Screen.
Result: The **Partnership Detail** screen should display.
29. Select the Entity by clicking on the **Entity ID** hyperlink.
Result: The **Entity Detail** screen should appear. In the **Entity Detail** section of the screen in red the message 'Waiting for Partner Analyst II Approval for Entity Termination' should appear.
30. Click the **Approve/Reject** button.
Result: The Workflow dialog box should appear.
31. Click the box next to **Alert** and click on 'FULL' in the **Select One Response** field and then click the **Send** button.
Result: The dialog box should close and the **Entity Detail** screen should be displayed.

Terminate Sub-Asset

Partner Analyst I

Query Table for Prior Quarter Leverage Information and Select

1. Ensure you are logged in as a Partner Analyst I by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the main menu hover over the **Leverage** menu and click on the **Partner Leverage**
Result: The **Select Partnership** dialog box should appear.
3. Select the hyperlink in the **Partnership ID** column for the appropriate Partnership.
4. Select the Prior Quarter Leverage Information by clicking on the applicable hyperlink in the **Period** column.
Result: The **Leverage Information Page** should appear.

Update Fund Level Leverage Information

5. From the **Leverage Information Page** edit the Leverage information.
6. When you are finished editing, click the **Save** button.
Result: The updated Leverage information should be saved and displayed on the **Leverage Information Page**.

Query Table for Entities and Select Entities to Terminate

7. On the main menu select **Entity Management**.
Result: The **Partnerships** search screen should appear.
8. Search for the Partnership by populating the **Partnership ID** or **Partnership Name** fields then click the **Search** button.
9. Select the Partnership by clicking on the hyperlink in the **Partnership ID** column.
Result: The **Partnership Detail** screen should now be displayed.
10. In the **Entities** section select the appropriate Entity by clicking on the applicable hyperlink in the **Entity ID** column.
Result: The **Entity Detail** screen should appear.
11. From the **General Setup** tab click the **General** sub-tab.
12. In the **Miscellaneous** section, update any appropriate fields.
13. Click the **Save** button.
14. Close the **Entity Detail** screen.
Result: The **Partnership Detail** screen should now be displayed.

Terminate Asset in System

15. Select the Entity by clicking on the **Entity ID** hyperlink.
Result: The **Entity Detail** screen should appear.
16. Click on the **General** tab and enter the information into the **Miscellaneous** section as appropriate.
17. When you are finished entering information, click the **Save** button.
Result: The details of the asset to be terminated should be changed and appear on the screen.
18. Click the **Terminate** button.
Result: A dialogue box appears.
19. Populate the **Termination Date** and **Disposition Reason** fields then click **Submit**.
Result: A confirmation dialogue box appears.
20. Click the **OK** button on the dialogue box.
Result: The dialog box should close and the **Partnerships** search screen should now be displayed.

Partner Analyst II

Submit to PMU for Approval

21. Ensure you are logged in as a Partner Analyst II by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
22. On the main menu select **Entity Management**.
Result: The **Partnerships** search screen should appear.

23. Search for the Partnership by populating the **Partnership ID** or **Partnership Name** fields then click the **Search** button.
24. Select the Partnership by clicking on the hyperlink in the **Partnership ID** column.
Result: The **Partnership Detail** screen should now be displayed.
25. In the **Entities** section select the appropriate Entity by clicking on the applicable hyperlink in the **Entity ID** column.
Result: The **Entity Detail** screen should appear. In the **Entity Detail** section of the screen in red the message 'Waiting for Partner Analyst II Approval for Entity Termination' should appear.
26. Click the **Approve/Reject** button.
Result: The Workflow dialog box should appear for the user to confirm that the leverage information has been updated for the entity being terminated.
27. Click on 'COMPLETE' in the **Select One Response** field and then click the **Send** button.
Result: The dialog box should close and the **Entity Detail** screen should be displayed.
28. Close the **Entity Detail** Screen.
Result: The **Partnership Detail** screen should display.
29. Select the Entity by clicking on the **Entity ID** hyperlink.
Result: The **Entity Detail** screen should appear. In the **Entity Detail** section of the screen in red the message 'Waiting for Partner Analyst II Approval for Entity Termination' should appear.
30. Click the **Approve/Reject** button.
Result: The Workflow dialog box should appear.
31. Click the box next to **Alert** and click on 'FULL' in the **Select One Response** field and then click the **Send** button.
Result: The dialog box should close and the **Entity Detail** screen should be displayed.

Transfer Asset (100% ownership) between Investment Entities of the same Partnership

Partner Analyst I

To transfer an asset (100% ownership) between investment entities of the same partnership requires the first three steps described in the above scenarios. Please execute the steps associated with these tasks:

- Query Table for Prior Quarter Leverage Information and Select
- Update Fund Level Information
- Query Table for Entities and Select Entities to Terminate

Then perform the following:

Create a New Owner Record with Asset Start Date and Ownership Percentage

1. Ensure you are logged in as a Partner Analyst I by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. On the main menu select **Entity Management**.
Result: The **Partnerships Search** screen should appear.
3. Search for the Partnership by populating the **Partnership ID**, **Partnership Name** search fields then click the **Search** button.
4. Select the hyperlink in the **Partnership ID** column for the appropriate Partnership.
Result: The **Partnership Detail** screen should be displayed.
5. Click on the **Add** button below the **Entities** section of the screen.
Result: The **New Entity Setup** screen should appear.
6. Populate information in the **New Entity Setup** screen as appropriate.
7. When you are finished entering information, click the **Save** button.
Result: The **New Entity Setup** screen should close and the **Partnership Detail** screen should display. The entity you just created should appear in the **Entities** grid with a status of 'Speculative'.
8. Select the hyperlink in the **Entity ID** column corresponding to the entity you just created.
Result: The **Entity Detail** screen should display.
9. Click on the **General** tab and enter information into the **Miscellaneous** section as appropriate.
10. When you are finished entering information, click the **Save** button.
11. Click on the **Classification** tab and enter information into the **Asset Attributes** section as appropriate (key in **CalPERS Ownership %** and **Acquisition Date** information).

12. When you are finished entering information, click the **Save** button.

Enter Additional Attributes

13. Populate the applicable fields for the tabs within the **General Setup** and **Financial Setup** tabs (EXCEPT Calendar and Cash Map) and click the **Save** button.
Result: The **Entity Detail** screen will be updated with the new values.

14. After reviewing all information click on the **Submit for Review** button.
Result: The **Entity Detail** screen should close and the **Partnership Detail** screen should appear.



The button triggers the notification to PMU Recon Analyst. A status message should be displayed for the entity in the **Entity Detail** screen.

Partner Analyst I

Terminate Entity in System

15. Ensure you are logged in as a Partner Analyst I by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
16. On the main menu select **Entity Management**.
Result: The **Partnerships Search** screen should appear.
17. Search for the Partnership by populating the **Partnership ID**, **Partnership Name** search fields then click the **Search** button.
18. Select the hyperlink in the **Partnership ID** column for the appropriate Partnership.
Result: The **Partnership Detail** screen should be displayed.
19. Select the Entity by clicking on the **Entity ID** hyperlink.
Result: The **Entity Detail** screen should appear.
20. Click on the **General** tab and enter the information into the **Miscellaneous** section as appropriate.
21. When you are finished entering information, click the **Save** button.
Result: The details of the asset to be terminated should be changed and appear on the screen.
22. Click the **Terminate** button.
Result: A dialogue box appears.
23. Populate the **Termination Date** and **Disposition Reason** fields then click **Submit**.
Result: A confirmation dialogue box appears.
24. Click the **OK** button on the dialogue box.
Result: The dialog box should close and the **Partnerships** search screen should now be displayed.

Partner Analyst II

Submit to PMU for Approval

25. Ensure you are logged in as a Partner Analyst II by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
26. On the main menu select **Entity Management**.
Result: The **Partnerships** search screen should appear.
27. Search for the Partnership by populating the **Partnership ID** or **Partnership Name** fields then click the **Search** button.
28. Select the Partnership by clicking on the hyperlink in the **Partnership ID** column.
Result: The **Partnership Detail** screen should now be displayed.
29. In the **Entities** section select the appropriate Entity by clicking on the applicable hyperlink in the **Entity ID** column.
Result: The **Entity Detail** screen should appear. In the **Entity Detail** section of the screen in red the message 'Waiting for Partner Analyst II Approval for Entity Termination' should appear.
30. Click the **Approve/Reject** button.
Result: The Workflow dialog box should appear for the user to confirm that the leverage information has been updated for the entity being terminated.
31. Click on 'COMPLETE' in the **Select One Response** field and then click the **Send** button.
Result: The dialog box should close and the **Entity Detail** screen should be displayed.
32. Close the **Entity Detail** Screen.
Result: The **Partnership Detail** screen should display.
33. Select the Entity by clicking on the **Entity ID** hyperlink.
Result: The **Entity Detail** screen should appear. In the **Entity Detail** section of the screen in red the message 'Waiting for Partner Analyst II Approval for Entity Termination' should appear.
34. Click the **Approve/Reject** button.
Result: The Workflow dialog box should appear.
35. Click the box next to **Alert** and click on 'FULL' in the **Select One Response** field and then click the **Send** button.
Result: The dialog box should close and the **Entity Detail** screen should be displayed.

Partial transfer of Asset between Investment entities of the same Partnership

Partner Analyst I

Query Table for Prior Quarter Leverage Information and Select

1. Ensure you are logged in as a Partner Analyst I by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the main menu hover over the **Leverage** menu and click on the **Partner Leverage**
Result: The **Select Partnership** dialog box should appear.
3. Select the hyperlink in the **Partnership ID** column for the appropriate Partnership.
4. Select the Prior Quarter Leverage Information by clicking on the applicable hyperlink in the **Period** column.
Result: The **Leverage Information Page** should appear.

Update Fund Level Leverage Information

5. From the **Leverage Information Page** edit the Leverage information.
6. When you are finished editing, click the **Save** button.
Result: The updated Leverage information should be saved and displayed on the **Leverage Information Page**.

Query Table for Entities and Select Entities to Terminate

7. On the main menu select **Entity Management**.
Result: The **Partnerships** search screen should appear.
8. Search for the Partnership by populating the **Partnership ID** or **Partnership Name** fields then click the **Search** button.
9. Select the Partnership by clicking on the hyperlink in the **Partnership ID** column.
Result: The **Partnership Detail** screen should now be displayed.
10. In the **Entities** section select the appropriate Entity by clicking on the applicable hyperlink in the **Entity ID** column.
Result: The **Entity Detail** screen should appear.
11. From the **General Setup** tab click the **General** sub-tab.
12. In the **Miscellaneous** section, update any appropriate fields.
13. Click the **Save** button.
14. Close the **Entity Detail** screen.
Result: The **Partnership Detail** screen should now be displayed.

Create New Owner Record with Asset Start Date and Ownership Percentage

15. On the main menu select **Entity Management**.

Result: The **Partnerships Search** screen should appear.

16. Search for the Partnership by populating the **Partnership ID**, **Partnership Name** search fields then click the **Search** button.
17. Select the hyperlink in the **Partnership ID** column for the appropriate Partnership.
Result: The **Partnership Detail** screen should be displayed.
18. Click on the **Add** button below the **Entities** section of the screen.
Result: The **New Entity Setup** screen should appear.
19. Populate information in the **New Entity Setup** screen as appropriate.
20. When you are finished entering information, click the **Save** button.
Result: The **New Entity Setup** screen should close and the **Partnership Detail** screen should display. The entity you just created should appear in the **Entities** grid with a status of 'Speculative'.
21. Select the hyperlink in the **Entity ID** column corresponding to the entity you just created.
Result: The **Entity Detail** screen should display.
22. Click on the **General** tab and enter information into the **Miscellaneous** section as appropriate.
23. When you are finished entering information, click the **Save** button.
24. Click on the **Classification** tab and enter information into the **Asset Attributes** section as appropriate (key in **CalPERS Ownership %** and **Acquisition Date** information).
25. When you are finished entering information, click the **Save** button.

Update the End Date of the Original Owner Record for the Asset

26. On the main menu select Entity Management
Result: The **Partnerships** search screen should appear.
27. Search for the Partnership indicated by populating the **Partnership ID** or **Partnership Name** search fields then click the **Search** button.
28. Click the hyperlink in the **Partnership ID** column for the appropriate Partnership.
Result: The **Partnership Detail** screen should be displayed.
29. Click the hyperlink in the **Entity ID** column for the appropriate Entity.
Result: The **Asset Entity Detail** screen should appear.
30. Click on the **General** tab and enter information for the **Miscellaneous** section.
31. When you are finished entering information, click on the **Save** button.
Result: The CalPERS Ownership information should be updated and saved.

Terminate Asset in System

32. Select the Entity by clicking on the **Entity ID** hyperlink.
Result: The **Entity Detail** screen should appear.
33. Click on the **General** tab and enter the information into the **Miscellaneous** section as appropriate.
34. When you are finished entering information, click the **Save** button.
Result: The details of the asset to be terminated should be changed and appear on the screen.
35. Click the **Terminate** button.
Result: A dialogue box appears.
36. Populate the **Termination Date** and **Disposition Reason** fields then click **Submit**.
Result: A confirmation dialogue box appears.
37. Click the **OK** button on the dialogue box.
Result: The dialog box should close and the **Partnerships** search screen should now be displayed.

Partner Analyst II

Submit to PMU for Approval

38. Ensure you are logged in as a Partner Analyst II by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
39. On the main menu select **Entity Management**.
Result: The **Partnerships Search** screen should appear.
40. Search for the Partnership indicated by populating the **Partnership ID** or **Partnership Name** search fields, then click the **Search** button.
41. Click the hyperlink in the **Partnership ID** column for the appropriate Partnership.
Result: The **Partnership Detail** screen should be displayed.
42. Select the Entity from the **Entities** section by clicking on the **Entity ID** hyperlink
Result: The **Entity Detail** screen should appear. In the **Entity Detail** section of the screen in red the message 'Waiting for Partner Analyst II Approval for Entity Termination' should appear.
43. Click the **Approve/Reject** button.
Result: The Workflow dialog box should appear for the user to confirm that the leverage information has been updated for the entity being terminated.
44. Click on 'COMPLETE' in the **Select One Response** field and then click the **Send** button.
Result: The dialog box should close and the **Partnership Detail** screen should be displayed.
45. Select the Entity listed on your datasheet from the **Entities** section by clicking on the **Entity ID** hyperlink.

Result: The **Entity Detail** screen should appear. In the **Entity Detail** section of the screen in red the message 'Waiting for Partner Analyst II Approval for Entity Termination' should appear.

46. Click the **Approve/Reject** button.

Result: The Workflow dialog box should appear.

47. Click the box next to **Alert** and click on 'PARTIAL' in the **Select One Response** field and then click the **Send** button.

Result: The dialog box should close and the **Partnership Detail** screen should be displayed.

Partial transfer of Asset between Investment entities of different Partnerships

Partner Analyst I

Query Table for Prior Quarter Leverage Information and Select

1. Ensure you are logged in as a Partner Analyst I by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the main menu hover over the **Leverage** menu and click on the **Partner Leverage**
Result: The **Select Partnership** dialog box should appear.
3. Select the hyperlink in the **Partnership ID** column for the appropriate Partnership.
4. Select the Prior Quarter Leverage Information by clicking on the applicable hyperlink in the **Period** column.

Result: The **Leverage Information Page** should appear.

Update Fund Level Leverage Information

5. From the **Leverage Information Page** edit the Leverage information.
6. When you are finished editing, click the **Save** button.
Result: The updated Leverage information should be saved and displayed on the **Leverage Information Page**.

Query Table for Entities and Select Entities to Terminate

7. On the main menu select **Entity Management**.
Result: The **Partnerships** search screen should appear.
8. Search for the Partnership by populating the **Partnership ID** or **Partnership Name** fields then click the **Search** button.

9. Select the Partnership by clicking on the hyperlink in the **Partnership ID** column.
Result: The **Partnership Detail** screen should now be displayed.
10. In the **Entities** section select the appropriate Entity by clicking on the applicable hyperlink in the **Entity ID** column.
Result: The **Entity Detail** screen should appear.
11. From the **General Setup** tab click the **General** sub-tab.
12. In the **Miscellaneous** section, update any appropriate fields.
13. Click the **Save** button.
14. Close the **Entity Detail** screen.
Result: The **Partnership Detail** screen should now be displayed.

Create a New Owner Record with Asset Start Date and Ownership Percentage

15. On the main menu select **Entity Management**.
Result: The **Partnerships Search** screen should appear.
16. Search for the Partnership by populating the **Partnership ID**, **Partnership Name** search fields then click the **Search** button.
17. Select the hyperlink in the **Partnership ID** column for the appropriate Partnership.
Result: The **Partnership Detail** screen should be displayed.
18. Click on the **Add** button below the **Entities** section of the screen.
Result: The **New Entity Setup** screen should appear.
19. Populate information in the **New Entity Setup** screen as appropriate.
20. When you are finished entering information, click the **Save** button.
Result: The **New Entity Setup** screen should close and the **Partnership Detail** screen should display. The entity you just created should appear in the **Entities** grid with a status of 'Speculative'.
21. Select the hyperlink in the **Entity ID** column corresponding to the entity you just created.
Result: The **Entity Detail** screen should display.
22. Click on the **General** tab and enter information into the **Miscellaneous** section as appropriate.
23. When you are finished entering information, click the **Save** button.
24. Click on the **Classification** tab and enter information into the **Asset Attributes** section as appropriate (key in **CalPERS Ownership %** and **Acquisition Date** information).

When you are finished entering information, click the **Save** button.

Enter Additional Attributes

25. Populate the applicable fields for the tabs within the **General Setup** and **Financial Setup** tabs (EXCEPT Calendar and Cash Map) and click the **Save** button.

Result: The **Entity Detail** screen will be updated with the new values.

26. After reviewing all information click on the **Submit for Review** button.

Result: The **Entity Detail** screen should close and the **Partnership Detail** screen should appear.



The button triggers the notification to PMU Recon Analyst. A status message should be displayed for the entity in the **Entity Detail** screen.

Partner Analyst I

27. On the main menu select Entity Management

Result: The **Partnerships** search screen should appear.

28. Search for the Partnership indicated by populating the **Partnership ID** or **Partnership Name** search fields then click the **Search** button.

29. Click the hyperlink in the **Partnership ID** column for the appropriate Partnership.

Result: The **Partnership Detail** screen should be displayed.

30. Click the hyperlink in the Entity ID column for the appropriate Entity.

Result: The **Asset Entity Detail** screen should appear.

31. Click on the **General** tab and enter information for the **Miscellaneous** section.

32. When you are finished entering information, click on the **Save** button.

Result: The CalPERS Ownership information should be updated and saved.

Terminate Asset in System

33. Select the Entity by clicking on the **Entity ID** hyperlink.

Result: The **Entity Detail** screen should appear.

34. Click on the **General** tab and enter the information into the **Miscellaneous** section as appropriate.

35. When you are finished entering information, click the **Save** button.

Result: The details of the asset to be terminated should be changed and appear on the screen.

36. Click the **Terminate** button.

Result: A dialogue box appears.

37. Populate the **Termination Date** and **Disposition Reason** fields then click **Submit**.

Result: A confirmation dialogue box appears.

38. Click the **OK** button on the dialogue box.

Result: The dialog box should close and the **Partnerships** search screen should now be displayed.

Partner Analyst II

Submit to PMU for Approval

39. Ensure you are logged in as a Partner Analyst II by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
40. On the main menu select **Entity Management**.
Result: The **Partnerships Search** screen should appear.
41. Search for the Partnership indicated by populating the **Partnership ID** or **Partnership Name** search fields, then click the **Search** button.
42. Click the hyperlink in the **Partnership ID** column for the appropriate Partnership.
Result: The **Partnership Detail** screen should be displayed.
43. Select the Entity from the **Entities** section by clicking on the **Entity ID** hyperlink
Result: The **Entity Detail** screen should appear. In the **Entity Detail** section of the screen in red the message 'Waiting for Partner Analyst II Approval for Entity Termination' should appear.
44. Click the **Approve/Reject** button.
Result: The Workflow dialog box should appear for the user to confirm that the leverage information has been updated for the entity being terminated.
45. Click on 'COMPLETE' in the **Select One Response** field and then click the **Send** button.
Result: The dialog box should close and the **Partnership Detail** screen should be displayed.
46. Select the Entity listed on your datasheet from the **Entities** section by clicking on the **Entity ID** hyperlink
Result: The **Entity Detail** screen should appear. In the **Entity Detail** section of the screen in red the message 'Waiting for Partner Analyst II Approval for Entity Termination' should appear.
47. Click the **Approve/Reject** button.
Result: The Workflow dialog box should appear.
48. Click the box next to **Alert** and click on 'PARTIAL' in the **Select One Response** field and then click the **Send** button.
Result: The dialog box should close and the **Partnership Detail** screen should be displayed.

Transfer Investment (100% ownership) between different Partnerships of the same Partner

Partner Analyst I

Query Table for Prior Quarter Leverage Information and Select

1. Ensure you are logged in as a Partner Analyst I by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the main menu hover over the **Leverage** menu and click on the **Partner Leverage Result**: The **Select Partnership** dialog box should appear.
3. Select the hyperlink in the **Partnership ID** column for the appropriate Partnership.
4. Select the Prior Quarter Leverage Information by clicking on the applicable hyperlink in the **Period** column.
Result: The **Leverage Information Page** should appear.

Update Fund Level Leverage Information

5. From the **Leverage Information Page** edit the Leverage information.
6. When you are finished editing, click the **Save** button.
Result: The updated Leverage information should be saved and displayed on the **Leverage Information Page**.

Query Table for Entities and Select Entities to Terminate

7. On the main menu select **Entity Management**.
Result: The **Partnerships** search screen should appear.
8. Search for the Partnership by populating the **Partnership ID** or **Partnership Name** fields then click the **Search** button.
9. Select the Partnership by clicking on the hyperlink in the **Partnership ID** column.
Result: The **Partnership Detail** screen should now be displayed.
10. In the **Entities** section select the appropriate Entity by clicking on the applicable hyperlink in the **Entity ID** column.
Result: The **Entity Detail** screen should appear.
11. From the **General Setup** tab click the **General** sub-tab.
12. In the **Miscellaneous** section, update any appropriate fields.
13. Click the **Save** button.


14. Close the **Entity Detail** screen.
Result: The **Partnership Detail** screen should now be displayed.

Create a New Owner Record with Asset Start Date and Ownership Percentage

15. On the main menu select **Entity Management**.
Result: The **Partnerships Search** screen should appear.
16. Search for the Partnership by populating the **Partnership ID**, **Partnership Name** search fields then click the **Search** button.
17. Select the hyperlink in the **Partnership ID** column for the appropriate Partnership.
Result: The **Partnership Detail** screen should be displayed.
18. Click on the **Add** button below the **Entities** section of the screen.
Result: The **New Entity Setup** screen should appear.
19. Populate information in the **New Entity Setup** screen as appropriate.
20. When you are finished entering information, click the **Save** button.
Result: The **New Entity Setup** screen should close and the **Partnership Detail** screen should display. The entity you just created should appear in the **Entities** grid with a status of 'Speculative'.
21. Select the hyperlink in the **Entity ID** column corresponding to the entity you just created.
Result: The **Entity Detail** screen should display.
22. Click on the **General** tab and enter information into the **Miscellaneous** section as appropriate.
23. When you are finished entering information, click the **Save** button.
24. Click on the **Classification** tab and enter information into the **Asset Attributes** section as appropriate (key in **CalPERS Ownership %** and **Acquisition Date** information).

When you are finished entering information, click the **Save** button.

Enter Additional Attributes

25. Populate the applicable fields for the tabs within the **General Setup** and **Financial Setup** tabs (EXCEPT Calendar and Cash Map) and click the **Save** button.
Result: The **Entity Detail** screen will be updated with the new values.
26. After reviewing all information click on the **Submit for Review** button.
Result: The **Entity Detail** screen should close and the **Partnership Detail** screen should appear.
-  The button triggers the notification to PMU Recon Analyst. A status message should be displayed for the entity in the **Entity Detail** screen.

Transfer Investment (100% ownership) between different Partnerships of the different Partners

Partner Analyst

Query Table for Prior Quarter Leverage Information and Select

1. Ensure you are logged in as a Partner Analyst by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the main menu hover over the **Leverage** menu and click on the **Partner Leverage**
Result: The **Select Partnership** dialog box should appear.
3. Follow the steps listed:
 - a. Select the Partnership.
 - b. Select the Prior Quarter Leverage Information.

Result: The **Leverage Information Page** screen should be displayed.

Update Fund Level Leverage Information

4. Follow the steps listed:
 - a. From the **Leverage Information Page** edit the Leverage information.
 - b. Click the **Save** button.

Result: The updated Leverage information should be saved and displayed on the **Leverage Information Page**.

Query Table for Entities and Select Entities to Terminate

5. On the main menu select **Entity Management**.
Result: The **Partnerships** search screen should appear.
6. Follow the steps listed:
 - a. Search for the Partnership indicated by populating any of the search fields, **Partnership ID**, **Partnership Name** etc.
 - b. Click the **Search** button.
 - c. Select the Partnership.

Result: The **Partnership Detail** screen should be displayed.

7. In the **Entities** section select the Entity by clicking on the applicable hyperlink in the **Entity ID** column.

Result: The **Entity Detail** screen should appear.

8. Follow the steps listed:

- From the **General Setup** tab click the **General** sub-tab.
- In the **Miscellaneous** section, update any appropriate fields.
- Click the **Save** button.
- Click on the Red **X** in the top right corner to exit the **Entity Detail** screen.

Result: The **Partnership Detail** screen should now be displayed.

Create a New Owner Record with Asset Start Date and Ownership Percentage

9. Ensure you are logged in as a Partner Supervisor or Partner Analyst by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.

10. On the main menu select **Entity Management**.

Result: The **Partnerships** search screen should appear.

11. Follow the steps listed:

- Search for the Partnership indicated by populating any of the search fields, **Partnership ID**, **Partnership Name** etc.
- Click the **Search** button.
- Select the Partnership.

Result: The **Partnership Detail** screen should be displayed.

12. Click on the **Add** button below the **Entities** section of the screen.

Result: The **New Entity Setup** screen should appear.

13. Follow the listed steps:

- Populate the **New Entity Setup** table.
- Click the **Save** button.

Result: The **New Entity Setup** screen should close and the **Asset Entity Detail** screen should open.

14. Follow the steps listed:

- Click on the **General** tab and enter the information listed on your datasheet for the **Miscellaneous** section.
- Click on **Save**.
- Click on the **Classification** tab and enter information into the **Asset Attributes** section.

- d. Click the **Save** button.

Result: The **CalPERS Ownership %** and **Date Acquired** information should be populated and saved.

Enter Additional Attributes

15. Ensure you are logged in as a Partner Analyst by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.

16. Populate the applicable fields for the tabs within the **General Setup** and **Financial Setup** tabs (EXCEPT Calendar and Cash Map) and click the **Save** button.

Result: The **Entity Detail** screen will be updated with the new values.

17. After reviewing all the information click on the **Submit for Review** button.

Result: The **Entity Detail** screen should close and the **Partnership Detail** screen should appear.



The button triggers the notification to PMU Recon Analyst. A status message is displayed for the entity in the **Entity Detail** screen.

Terminate Asset (100% sale to 3rd Party)

Partner Analyst

Query Table for Prior Quarter Leverage Information and Select

1. Ensure you are logged in as a Partner Analyst by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the main menu hover over the **Leverage** menu and click on the **Partner Leverage** Result: The **Select Partnership** dialog box should appear.
3. Follow the steps listed:
 - a. Select the Partnership.
 - b. Select the Prior Quarter Leverage Information.

Result: The **Leverage Information Page** screen should be displayed.

Update Fund Level Leverage Information

4. Follow the steps listed:
 - c. From the **Leverage Information Page** edit the Leverage information based on your datasheet.
 - d. Click the **Save** button.

Result: The **Leverage Information Page** screen should be displayed.

Query Table for Entities and Select Entities to Terminate

5. On the main menu select **Entity Management**.
Result: The **Partnerships** search screen should appear.
6. Follow the steps listed:
 - a. Search for the Partnership indicated by populating any of the search fields, **Partnership ID**, **Partnership Name** etc.
 - b. Click the **Search** button.
 - c. Select the Partnership.

Result: The **Partnership Detail** screen should be displayed.

7. In the **Entities** section select the Entity by clicking on the applicable hyperlink in the **Entity ID** column.

Result: The **Entity Detail** screen should appear.

8. Follow the steps listed:

- From the **General Setup** tab click the **General** sub-tab.
- In the **Miscellaneous** section, update any appropriate fields.
- Click the **Save** button.
- Click on the Red **X** in the top right corner to exit the **Entity Detail** screen.

Result: The **Partnership Detail** screen should now be displayed.

Terminate Asset in System

9. On the main menu select **Entity Management**.

Result: The Partnerships search screen should appear.

10. Follow the steps listed:

- Search for the Partnership indicated by populating any of the search fields, **Partnership ID**, **Partnership Name** etc.
- Click the **Search** button.
- Select the Partnership.

Result: The **Partnership Detail** screen should be displayed.

11. Select the Entity listed on your datasheet from the **Entities** section by clicking on the **Entity ID** hyperlink.

Result: **Entity Detail** screen should appear.

12. Follow the steps listed:

- Click the **General** tab and enter information into the **Miscellaneous** section.
- Click the **Save** button.

Result: The details of the asset to be terminated should be changed and appear on the screen.

13. Click the **Terminate** button, populate the **Termination Date** and **Disposition Reason** fields and click **Submit**.

Result: The dialog box should close and the **Partnerships** search screen should now be displayed.

Submit to PMU for Approval

14. Ensure you are logged in as a Partner Analyst II by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.

15. On the main menu select **Entity Management**.

Result: The **Partnerships** search screen should appear.

16. Follow the steps listed:

- a. Search for the Partnership indicated by populating any of the search fields, **Partnership ID**, **Partnership Name** etc.
- b. Click the **Search** button.
- c. Select the Partnership.

Result: The **Partnership Detail** screen should be displayed.

17. Select the Entity by clicking on the **Entity ID** hyperlink.

Result: The **Entity Detail** screen should appear. In the **Entity Detail** section of the screen in red the message 'Waiting for Partner Analyst II Approval for Entity Termination' should appear.

18. Click the **Approve/Reject** button.

Result: The **Workflow** dialog box should appear for the user to confirm that the leverage information has been updated for the entity being terminated.

19. Click on **COMPLETE** in the **Select One Response** field and then click the **Send** button.

Result: The dialog box should close and the **Partnership Detail** screen should be displayed.

20. Select the Entity by clicking on the **Entity ID** hyperlink.

Result: The **Entity Detail** screen should appear. In the **Entity Detail** section of the screen in red the message 'Waiting for Partner Analyst II Approval for Entity Termination' should appear.

21. Click the **Approve/Reject** button.

Result: The **Workflow** dialog box should appear.

22. Click the box next to **Alert** and click on **PARTIAL** in the **Select One Response** field and then click the **Send** button.

Result: The dialog box should close and the **Partnership Detail** screen should be displayed.

Transfer Partnerships between different Partners / Advisor (Approve)

Partner Analyst

Query Table for Prior Quarter Leverage Information and Select

1. Ensure you are logged in as a Partner Analyst by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the main menu hover over the **Leverage** menu and click on the **Partner Leverage**
Result: The **Select Partnership** dialog box should appear.
3. Follow the steps listed:
 - a. Select the Partnership.
 - b. Select the Prior Quarter Leverage Information.

Result: The **Leverage Information Page** screen should be displayed.

Update Fund Level Leverage Information

4. Follow the steps listed:
 - a. From the **Leverage Information Page** edit the Leverage information.
 - b. Click **Save**.

Result: The updated Leverage information should be saved and displayed on the **Leverage Information Page**.

Terminate Asset in System

5. On the main menu select **Entity Management**.
Result: The **Partnerships** search screen should appear.
6. Follow the steps listed:
 - a. Search for the Partnership indicated by populating any of the search fields, **Partnership ID**, **Partnership Name** etc.
 - b. Click the **Search** button.
 - c. Select the Partnership.

Result: The **Partnership Detail** screen should be displayed.

7. Select the Entity listed on your datasheet from the **Entities** section by clicking on the **Entity ID** hyperlink.

Result: **Entity Detail** screen should appear.

8. Follow the steps listed:

- a. Click on the **General** tab and enter information into the **Miscellaneous** section.
- b. Click on **Save**.

Result: The details of the asset to be terminated are changed and should appear on the screen.

9. Click the **Terminate** button and populate the **Termination Date** and **Disposition Reason** fields based on your datasheet and click **Submit**.

Result: The dialog box should close and the **Partnerships** search screen should now be displayed.

Create a New Owner Record with Asset Start Date and Ownership Percentage

10. Ensure you are logged in as a Partner Supervisor or Partner Analyst by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.

11. On the main menu select **Entity Management**

Result: The **Partnerships** search screen should appear.

12. Follow the steps listed:

- a. Search for the Partnership indicated by populating any of the search fields, **Partnership ID**, **Partnership Name** etc.
- b. Click the **Search** button.
- c. Select the Partnership.

Result: The **Partnership Detail** screen should be displayed.

13. Click on the **Add** button below the **Entities** section of the screen.

Result: The **New Entity Setup** screen should appear.

14. Follow the listed steps:

- a. Populate the **New Entity Setup** table.
- b. Click **Save**.

Result: The **New Entity Setup** screen should close and the **Asset Entity Detail** screen should open.

15. Follow the steps listed:

- a. Click on the **General** tab and enter the information listed on your datasheet for the **Miscellaneous** section.
- b. Click on **Save**.
- c. Click on the **Classification** tab and enter information into the **Asset Attributes** section.

- d. Click on **Save**.

Result: The **CalPERS Ownership %** and **Date Acquired** information should be populated and saved.

Submit to PMU for Approval

16. Ensure you are logged in as a Partner Analyst II by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.

17. On the main menu select **Entity Management**.

Result: The **Partnerships** search screen should appear.

18. Follow the steps listed:

- a. Search for the Partnership indicated by populating any of the search fields, **Partnership ID**, **Partnership Name** etc.
- b. Click the **Search** button.
- c. Select the Partnership.

Result: The **Partnership Detail** screen should be displayed.

19. Select the Entity listed on your datasheet from the **Entities** section by clicking on the **Entity ID** hyperlink.

Result: The **Entity Detail** screen should appear. In the **Entity Detail** section of the screen in red the message 'Waiting for Partner Analyst II Approval for Entity Termination' should appear.

20. Click the **Approve/Reject** button.

Result: The **Workflow** dialog box should appear for the user to confirm that the leverage information has been updated for the entity being terminated.

21. Click on **COMPLETE** in the **Select One Response** field and then click the **Send** button.

Result: The dialog box should close and the **Partnership Detail** screen should be displayed.

22. Select the Entity by clicking on the **Entity ID** hyperlink.

Result: The **Entity Detail** screen should appear. In the **Entity Detail** section of the screen in red the message 'Waiting for Partner Analyst II Approval for Entity Termination' should appear.

23. Click the **Approve/Reject** button.

Result: The Workflow dialog box should appear.

24. Click the box next to **Alert** and click on **PARTIAL** in the **Select One Response** field and then click the **Send** button.

Result: The dialog box should close and the **Partnership Detail** screen should be displayed.

Receive Alert to Review and Approve Assets

25. Log into the email account you are using for script testing.



Result: The PMU Recon Analyst user should have received an email notifying them to review and Approve the Asset.

Validate that All Entities from Old Partnership Have Been Transferred to New Partnership

26. In the **Partnership** Search Screen, query for the Partnership being transferred. Ensure no Active Assets, Sub Entities or Investments are listed under this Partnership.
27. If any Active entities are found, perform the steps for those entities to be terminated or transferred to the new Partnership.
Result: No Active entities should be present under this Partnership, and all entities should have a status of Inactive (except the partnership).

Transfer Partnerships between different Partners / Advisor (Reject)

Partner Analyst

Query Table for Prior Quarter Leverage Information and Select

1. Ensure you are logged in as a Partner Analyst by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.
2. From the main menu hover over the **Leverage** menu and click on the **Partner Leverage**
Result: The **Select Partnership** dialog box should appear.
3. Follow the steps listed:
 - a. Select the Partnership.
 - b. Select the Prior Quarter Leverage Information by clicking on the applicable hyperlink in the **Period** column.

Result: The **Leverage Information Page** should appear.

Update Fund Level Leverage Information

4. Follow the steps listed:
 - a. From the **Leverage Information Page** edit the Leverage information.
 - b. Click **Save**.

Result: The updated Leverage information should be saved and displayed on the **Leverage Information Page**.

Terminate Asset in System

5. On the main menu select **Entity Management**.
Result: The **Partnerships** search screen should appear.

6. Follow the steps listed:

- a. Search for the Partnership indicated by populating any of the search fields, **Partnership ID**, **Partnership Name** etc.
- b. Click the **Search** button.
- c. Select the Partnership.

Result: The **Partnership Detail** screen should be displayed.

7. Select the Entity by clicking on the **Entity ID** hyperlink.

Result: **Entity Detail** screen should appear.

8. Follow the steps listed:

- a. Click on the **General** tab and enter the information listed on your datasheet for the **Miscellaneous** section.
- b. Click on **Save**.

Result: The details of the asset to be terminated should be changed and should appear on the screen.

9. Click the **Terminate** button and populate the **Termination Date** and **Disposition Reason** fields based on your datasheet and click **Submit**.

Result: The dialog box should close and the **Partnerships** search screen should now be displayed.

Create a New Owner Record with Asset Start Date and Ownership Percentage

10. Ensure you are logged in as a Partner Supervisor or Partner Analyst by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.

11. On the main menu select **Entity Management**.

Result: The **Partnerships** search screen should appear.

12. Follow the steps listed:

- a. Search for the Partnership indicated by populating any of the search fields, **Partnership ID**, **Partnership Name** etc.
- b. Click the **Search** button.
- c. Select the Partnership.

Result: The **Partnership Detail** screen should be displayed.

13. Click on the **Add** button below the **Entities** section of the screen.

Result: The **New Entity Setup** screen should appear.

14. Follow the listed steps:

- a. Populate the **New Entity Setup** table.

- b. Click **Save**.

Result: The **New Entity Setup** screen should close and the **Asset Entity Detail** screen should open.

15. Follow the steps listed:

- a. Click on the **General** tab and enter the information listed on your datasheet for the **Miscellaneous** section.
- b. Click on **Save**.
- c. Click on the **Classification** tab and enter information into the **Asset Attributes** section.
- d. Click on **Save**.

Result: The **CalPERS Ownership %** and **Date Acquired** information should be populated and saved.

Submit to PMU for Approval

16. Ensure you are logged in as a Partner Analyst II by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.

17. On the main menu select **Entity Management**.

Result: The **Partnerships** search screen should appear.

18. Follow the steps listed:

- a. Search for the Partnership indicated by populating any of the search fields, **Partnership ID**, **Partnership Name** etc.
- b. Click the **Search** button.
- c. Select the Partnership.

Result: The **Partnership Detail** screen should be displayed.

19. Select the Entity by clicking on the **Entity ID** hyperlink.

Result: The **Entity Detail** screen should appear. In the **Entity Detail** section of the screen in red the message 'Waiting for Partner Analyst II Approval for Entity Termination' should appear.

20. Click the **Approve/Reject** button.

Result: The Workflow dialog box should appear for the user to confirm that the leverage information has been updated for the entity being terminated.

21. Click on **COMPLETE** in the **Select One Response** field and then click the **Send** button.

Result: The dialog box should close and the **Partnership Detail** screen should be displayed.

22. Select the Entity by clicking on the **Entity ID** hyperlink.

Result: The **Entity Detail** screen should appear. In the **Entity Detail** section of the screen in red the message 'Waiting for Partner Analyst II Approval for Entity Termination' should appear.

23. Click the **Approve/Reject** button.

Result: The **Workflow** dialog box should appear.

24. Click the box next to **Alert** and click on **PARTIAL** in the **Select One Response** field and then click the **Send** button.

Result: The dialog box should close and the **Partnership Detail** screen should be displayed

Receive Alert to Review and Approve Assets

25. Log into the email account you are using for script testing.



Result: The PMU Recon Analyst user should have received an email notifying them of the termination of the Asset or Investment.

Notify PMU Staff to Make the Correction

26. Ensure you are logged in as a PMU Recon Analyst by checking your **USERID** in the bottom right-hand corner of the **AREIS status bar**.

27. On your dashboard in the **My Activities** section select the **Active** option in the filter drop down menu.



Result: The alert created should be displayed in the **My Activities** grid.

28. Click on the specific **Type** hyperlink for the **Subject**.

Result: The review dialog box should open.

29. Follow the steps listed below:

- a. Verify all the information is correct.
- b. Click the **Approve/Reject** button.

Result: The Approve/ Reject dialog box should appear

30. Click on the **REJECT** option in the box labeled **Select One Response**.

31. Click the **Send** button.

Result: The review dialog box closes and the **Review and Approve** page for the Entity should be displayed.

Validate that All Entities from Old Partnership Have Been Transferred to New Partnership

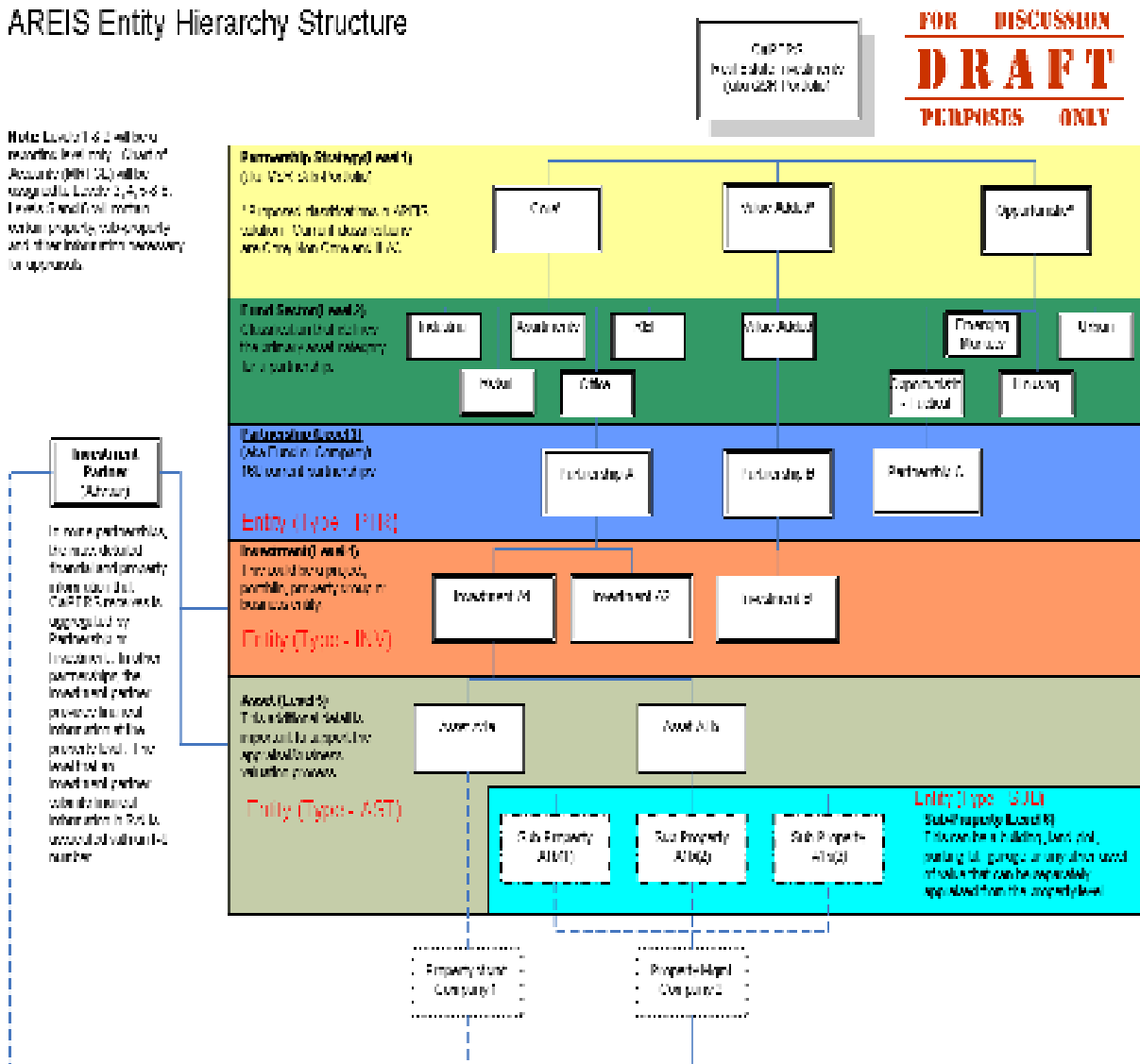
32. In the **Partnership Search** Screen, query for the Partnership being transferred. Ensure no Active Assets, Sub Entities or Investments are listed under this Partnership.
33. If any Active entities are found, perform the steps for those entities to be terminated or transferred to the new Partnership.

Result: No Active entities should be present under this Partnership, and all entities should have a status of Inactive (except the partnership).

Appendix A—Entity Hierarchy Structure

AREIS Entity Hierarchy Structure

Note: Levels 1 & 2 will have reporting level only. Level 3 of Accounts (ARL) will be segregated to Levels 3, 4, 5 & 6. Levels 3 and 4 will contain value, property characteristics and the information necessary for approvals.



Entity Structure Definitions

- Entity design is flexible to accommodate current and future investment types and partnership structures
- Levels 1 and 2
 - Major reporting rollup levels
 - Do not contain any accounts or process transactions

- Levels 3 through 6
 - Defined as an 'Entity' within AREIS
 - Designated by 'Entity ID' and 'Entity Type'
 - Contain the standardized chart of accounts
 - Financial results may be entered and transactions can be processed
 - Reporting functionality based on attributes
 - Flexible parent/child entity relationships are established in AREIS system for reporting rollups at multiple levels
- Level 4 (Investments) may contain multiple layers of entity relationships
- **Partnership** – This is the fund that is defined in the agreement between CalPERS and Investment Partner
- **Investment** – This is a legal entity, Housing/CURE project or a property group that owns one or more assets/properties OR owns another investment. Only include entities in which CalPERS has an ownership stake. Examples include:
 - ABC Industrial Investors, LLC
 - Western Group Portfolio – US
 - Village Green Neighborhood
 - Eastern Multifamily, LLC
- **Asset** – This is an individual property, address or debt asset that can be appraised or valued. An asset **MUST** be owned by an Investment. Examples include:
 - Denver North Industrial Park
 - Palace Hotel
 - Sunrise Apartments
 - Bank of America Office Complex
 - Millennia Mall Loan
 - Park Place Casino
 - Winter Park Safeway – Store #54
 - 2200 West Central Way
- **Sub-Property** – This is one or more components of an asset that individually contains value and can be separately appraised from the Asset level. A Sub-Property **MUST** be owned by an Asset. This can be a building, parking lot, land plot, garage, food court, etc. Examples include:
 - Land Parcel #X40000372 – Seminole County
 - Northeast Parking Garage
 - Denver North Industrial Park – Building #2200A
 - Tennis Courts

– Recreation Park

Appendix B—Chart of Accounts

Account #	Account Name	Account Type	Basis Control Type	Account Description/Purpose
1000-000	ASSETS	L	A	Header Account Only
1100-000	Cash & Cash Equivalents	B	A	All cash accounts and any short-term investments
1110-000	Partnership Cash	B	A	Cash accounts held by the partnership
1150-000	Short Term Investments	B	A	Short term investments held by the partnership
1200-000	Receivables	L	A	Header Account Only
1210-000	Accounts Receivable (Net of Allowances)	B	A	Only use if not using 1210-100 and 1210-200
1210-100	Account Receivable	B	A	Rent receivable and other tenant billings
1210-200	Allowance for Uncollectible Receivables	B	A	Reasonable allowances for uncollectible receivables
1220-000	Notes Receivable	B	A	Face value - Unrealized appreciation/depreciation will be recorded in minor account 900.
1220-900	Unrealized Appreciation/Depreciation - Notes Receivable	B	A	Net change FAS 157/159 mark to market adjustment for Notes Receivable
1230-000	Accrued Interest Receivable	B	A	Accrued interest on notes receivable
1300-000	Property Investment	L	A	Header Account Only
1310-000	Acquisition of Land & Building	B	A	Initial purchase or construction of assets (at historic cost)

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1350-000	Acquisition Fees	B	A	Capitalized payment of the fees incurred in connection with the acquisition of new holdings (at historic cost)
1390-900	Unrealized Appreciation/Depreciation - Property Investment	B	A	Net change FAS 157/159 mark to market adjustment for Property Investment
1400-000	Capital Expenditures	L	A	Header Account Only
1410-000	Tenant Improvements & Allowance	B	A	All tenant improvement work or payment of allowances unless total costs are under the capitalization amount (at historic cost)
1420-000	Leasing Commissions	B	A	All leasing commissions and related expenses except for failed deals (historic costs)
1425-000	Capitalized Placement Fees	B	A	Finders fees or commissions paid to a third party
Account #	Account Name	Account Type	Basis Control Type	Account Description/Purpose
1430-000	Building & Land Improvements	B	A	All building improvements including upgrades and retrofitting to conform to government requirements (at historic cost)
1430-980	Development Cost Overruns	B	A	FASB 144 adjustment account - Construction Progress contra account
1435-000	Replacement Reserve	B	A	Amount set aside from net operating income to pay for the eventual wearing out of short-lived assets
1440-000	Other Capital Expenditures	B	A	All other capital expenditures (at historic cost)
1440-900	Unrealized Appreciation/Depreciation - Capital Expenditures	B	A	Net change FAS 157/159 mark to market adjustment for Capital Expenditures
1500-000	Other Real Estate Investments	L	A	Header Account Only
1510-000	Net JV/Partnership Investment	B	A	For joint ventures using the cost or equity method as defined by CalPERS Accounting Procedures Manual
1510-900	Unrealized Appreciation/Depreciation - Net JV/Partnership Investment	B	A	Net change FAS 157/159 mark to market adjustment for net JV/Partnership investment

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1520-000	Conventional Mortgage Principal	B	A	Face value of a Conventional Mortgage defined as a document used to secure the performance of a debt obligation whereby real property is pledged as security for that debt. This does not include Hybrid Mortgages, Convertible Mortgages, Participating Mortgages, Mortgage Backed Securities or Mezzanine Debt. Securities have the option to be convert to equity investments in the future. Unrealized appreciation/depreciation will be recorded in minor account 900.
1520-900	Unrealized Appreciation/Depreciation - Conventional Mortgage	B	A	Net change FAS 157/159 mark to market adjustment for Conventional Mortgages
1530-000	Hybrid Mortgage Principal	B	A	Face value of a Hybrid Mortgage, Convertible Mortgage or Participating Mortgage. These instruments typically have an interest rate that is based on current market value in exchange for mezzanine participation in both net cash flow and gain on sale or refinance of the secured asset. Securities have the option to be convert to equity investments in the future. Unrealized appreciation/depreciation will be recorded in minor account 900.
1530-900	Unrealized Appreciation/Depreciation - Hybrid Mortgage	B	A	Net change FAS 157/159 mark to market adjustment for Hybrid Mortgages

Account #	Account Name	Account Type	Basis Control Type	Account Description/Purpose
1535-000	Commercial Mortgage Backed Securities	B	A	Face value of CMBS defined as securities collateralized by loans on commercial real estate. Unrealized appreciation/depreciation will be recorded in minor account 900.
1535-900	Unrealized Appreciation/Depreciation - Commercial Mortgaged Backed Securities	B	A	Net change FAS 157/159 mark to market adjustment for CMBS
1540-000	Loans and Other Investments	B	A	Face value of loans and other investments. Unrealized appreciation/depreciation will be recorded in minor account 900.
1540-900	Unrealized Appreciation/Depreciation - Loans and Other Investments	B	A	Net change FAS 157/159 mark to market adjustment for Loans and Other Investments
1550-000	Other Mortgages Receivable	B	A	Face value of Mortgages Receivable. Unrealized appreciation/depreciation will be recorded in minor account 900.
1550-900	Unrealized Appreciation/Depreciation - Other	B	A	Net change FAS 157/159 mark to market adjustment for Other Mortgages Receivable

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	Mortgages Receivable			
1560-000	Marketable Securities/REITs	B	A	Marketable security investments within the real estate investment category (including REITs). Historical cost - Unrealized appreciation/depreciation will be recorded in minor account 900.
1560-900	Unrealized Appreciation/Depreciation - Marketable Securities/REITs	B	A	Net change FAS 157/159 mark to market adjustment for Marketable Securities/REITs
1570-000	Investment in Commingled Funds	B	A	Co-mingled fund investments at historical cost. Unrealized appreciation/depreciation will be recorded in minor account 900.
1570-900	Unrealized Appreciation/Depreciation - Investment in Commingled Funds	B	A	Net change FAS 157/159 mark to market adjustment for Investment in Commingled Funds
1590-000	Other Investment Assets	B	A	Investment assets (typically not in the line of business) not listed above at historical cost including capitalized loan fees, interest rate derivatives, stocks of publicly held companies, interest rate hedge bonds, etc.
1590-900	Unrealized Appreciation/Depreciation - Other Investment Assets	B	A	Net change FAS 157/159 mark to market adjustment for Investment in Other Investment Assets
1600-000	Prepays	L	A	Header Account Only
1610-000	Prepaid Expenses	B	A	To record those expenditures that benefit multiple periods

Account #	Account Name	Account Type	Basis Control Type	Account Description/Purpose
1620-000	Prepaid Deposits	B	A	Deposits made in cash and recorded as an asset before they are used or consumed.
1630-000	Prepaid Taxes	B	A	Taxes paid before the expense is recognized.
1650-000	Deferred Charges	B	A	Charge already incurred that is deferred to a future period.
1700-000	Intangibles	B	A	Only use if not using 1710-100 and 1710-999.
1710-000	Goodwill	B	A	Reflects the portion of the book value of a business entity not directly attributable to identifiable intangible assets and liabilities; it normally arises on the balance sheet in the case of an acquisition.
1710-999	Accumulated Amortization	B	A	The amount of amortization expense that has been claimed since the acquisition of the intangible asset.

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1850-000	Other Capitalized Assets (Non-Real Estate)	B	A	All capital assets owned except those related to buildings and land. Includes copiers, vehicles, computers, etc.
1850-999	Accumulation Depreciation - Property Investment	B	A	To record depreciation for all capital expenditures except those related to buildings and land.
1800-000	Other Assets	B	A	To record assets (typically not in the fund of business) not listed above
1800-900	Unrealized Appreciation/Depreciation - Other Assets	B	A	Net change FAS 157/159 mark to market adjustment for Other Assets
2000-000	LIABILITIES	L	A	Header Account Only
2030-000	Short Term Liabilities	L	A	Header Account Only
2050-000	Accounts Payable	B	A	To record amount due for goods or services
2100-000	Long Term Liabilities	L	A	Header Account Only
2110-000	Mortgages Payable	B	A	To record mortgage notes payable at face
2110-900	Unrealized Appreciation/Depreciation - Mortgages	B	A	Net change FAS 157/159 mark to market adjustment for Mortgages Payable
2130-000	Lines of Credit	B	A	To record liability for lines of credit
2130-900	Unrealized Appreciation/Depreciation - Lines of Credit	B	A	Net change FAS 157/159 mark to market adjustment for Lines of Credit
2200-000	Fees Payable	L	A	Header Account Only
2200-150	Investment Management Fees Payable	B	A	Tracks quarterly fees owed to Investment Managers based upon the market value of assets managed.
2200-250	Incentive Management Fees Payable	B	A	Tracks incentive fees owed directly to the Investment Manager

Account #	Account Name	Account Type	Basis Control Type	Account Description/Purpose
2200-300	Asset Management Fees Payable	B	A	Tracks asset management fees owed
2200-350	Brokerage Fees Payable	B	A	Tracks brokerage fees owed to the Broker
2200-400	Acquisition Fees Payable	B	A	Tracks acquisition fees owed
2200-450	Disposition Fees Payable	B	A	Tracks fees owed to the advisor or co-investment partner in conjunction with property disposition
2200-500	Development Fees Payable	B	A	Tracks fees owed for the development of

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2200-550	Breakup Fees Payable	B	A	Tracks the payment to the Investment Bank when another firm takes over the investment
2200-600	Financing Fees Payable	B	A	Tracks financing fees owed
2200-650	Placement Fees Payable	B	A	Tracks placement fees owed
2200-700	Appraisal Fees Payable	B	A	Tracks fees owed by a partnership to a third party for valuation services
2200-750	Commitment Fees Payable	B	A	Do not use except for Housing and CURE programs
2200-800	REIT Fees Payable	B	A	Tracks REIT fees owed
2200-850	Entitlement Fees Payable	B	A	Development costs paid by the Investment Advisor to a governmental agency or municipality
2250-000	Minority Interest Liability	B	A	Represents the proportion of parent's subsidiaries owned by minority shareholders (liability treatment)
2250-900	Unrealized Appreciation/Depreciation - Minority Interest Liability	B	A	Net change FAS 157/159 mark to market adjustment for Minority Interest Liability
2300-000	Bonds Payable	B	A	Face amount, par amount, or maturity amount of the bonds issued by a company that are outstanding as of the balance sheet date
2300-900	Unrealized Appreciation/Depreciation - Bonds Payable	B	A	Net change FAS 157/159 mark to market adjustment for Bonds Payable
2400-000	Accrued Expenses	L	A	Header Account Only
2410-000	Accrued Real Estate Taxes	B	A	To record current liability from property taxes due but unpaid
2420-000	Accrued Mortgage Interest	B	A	To record interest expense accrued but unpaid

Account #	Account Name	Account Type	Basis Control Type	Account Description/Purpose
2430-000	Accrued Incentive Fees	B	A	Profit participation paid to the developer/producer. To be accrued only if amount can be estimated. Incentive fees will not be accrued in the first year of operation. Offsetting entry will be Potential Incentive Fee (account #7300-2)
2490-000	Other Accrued Expenses	B	A	To record other expenses accrued but unpaid
2500-000	Deposits Collected	L	A	Header Account Only

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2500-100	Development Lot Option	B	A	Deposits collected for rights to develop la
2500-200	Security Deposit	B	A	Deposits collected for assets
2600-000	Other Liabilities	L	A	Header Account Only
2610-000	Other Liabilities	B	A	To record liabilities not listed above at fac
2600-900	Unrealized Appredation/Depredation - Other Liabilities	B	A	Net change FAS 157/159 mark to market adjustment for Other Liabilities
3000-000	EQUITY	L	A	Header Account Only
3100-000	Minority Interest	B	A	Represents the proportion of parent's subsidiaries owned by minority sharehold (equity treatment)
3150-000	Equity Pickup	B	A	Realization of equity changes in a control subsidiary company in the results of the p company. For example, equity changes b by the investment manager for Operating Company investments.
3200-000	Contributions	L	A	Header Account Only
3210-000	Capital Contributions	B	A	Non-operating contributions
3220-000	Operating Contributions	B	A	Contributions resulting from operations
3230-000	Other Contributions	B	A	Any money that is received from CalPER does not fall into the other Contribution categories. For example, Management F paid outside of the Partnership.
3300-000	Distributions	L	A	Header Account Only

Account #	Account Name	Account Type	Basis Control Type	Account Description/Purpose
3310-000	Return of Capital	B	A	Distribution of debt proceeds or distributio funds to CalPERS due to disproportionate capital contribution formulas. Not to be u any portion of realized gains/losses base asset sales.

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3320-000	Distribution of Income	B	A	Primarily operating distribution
3330-000	Distribution of Realized Gain/Loss	B	A	To record the realized gain/loss from assets above/below the original capital commitment
3340-000	Other Distributions	B	A	Any money that is paid to CalPERS that does not fall into the other Distribution categories. For example, distributions resulting from Advisory Fees.
3500-000	Currency Translation Adjustment	B	A	Cumulative foreign currency exchange rate adjustments
3600-100	Current Year Earnings	B	A	Earnings for the current fiscal/calendar year
3600-200	Retained Earnings	B	A	Prior period earnings
4000-000	REVENUE	M	A	Header Account Only
4100-000	Operating Revenue	I	A	Net revenue accruing from the organization's primary business operations
4200-000	Rental Revenue	I	A	Rent earned during the period
4200-100	Base Rent	I	A	Minimum rent due under base rent provisions
4200-200	Percentage Rent	I	A	Rent due under percentage rent leases
4200-300	Escalation Rent	I	A	Rent due under escalation clauses
4200-400	Ground Rent	I	A	Ground rent income
4200-500	Miscellaneous Rent	I	A	Other rental income not listed above
4300-000	Expense Recovery	I	A	Reimbursement of costs. (Do not gross-up to reflect costs paid directly by the tenant.)
4400-000	Hotel Revenue	I	A	Primarily for hotel rental
4500-000	Parking Revenue	I	A	Parking income
4600-000	Sponsorship & Advertising Revenue	I	A	Tracks revenue generated from sponsors and advertising
4900-000	Other Operating Revenue	I	A	Net revenue accruing from the organization's primary business operations not listed above

Account #	Account Name	Account Type	Basis Control Type	Account Description/Purpose
5000-000	Investment Income	I	A	Amounts earned on money invested

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5100-000	Income/Loss from JV Partnerships & Funds	I	A	Income and losses from joint venture partnerships and co-mingled funds
5100-100	Preferred Returns	I	A	Income from preferred returns
5100-200	Loan Guarantee Return	I	A	Income from loan guarantees
5100-300	Other JV Income	I	A	All other income from joint ventures
5150-000	Minority Interest Income			Tracks income generated from Minority Interest using the equity method
5200-000	Dividend Income	I	A	Dividends received from securities
5400-000	Interest Income	I	A	Interest income from participating mortgage loans
5500-000	Participation Agreement Income	I	A	Income from participation agreements
5600-000	Short Term Investment Income	I	A	All income from short term investments
5900-000	Other Investment Income	I	A	To record income not listed above
6000-000	EXPENSES	M	A	Header Account Only
6100-000	Operating Property Expenses	I	A	Costs associated with the operation and maintenance of an income producing property
6110-000	Common Area Maintenance	I	A	Common area maintenance costs
6150-000	Taxes	I	A	Taxes related to the operation of the property including property taxes
6200-000	Licenses and Fees	I	A	Licenses and fees related to the operation of the property
6250-000	Insurance	I	A	Insurance premiums
6300-000	Grounds & Security	I	A	Costs for maintaining the grounds, including landscaping, and security
6350-000	Cleaning	I	A	Janitorial and other cleaning costs
6400-000	Repairs & Maintenance	I	A	Costs to repair and maintain the property
6450-000	Utilities	I	A	Cost of electricity, garbage, phone service
6500-000	Promotions & Marketing	I	A	Promotional and marketing costs

Account #	Account Name	Account Type	Basis Control Type	Account Description/Purpose
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6550-000	General & Administrative - Operating Expense	I	A	Administrative costs related to the operation of the property
6600-000	Property Management Fees	I	A	Fee paid for property management services
6950-000	Other Property Expenses	I	A	Other property expenses not listed above
7000-000	Owner Expenses	I	A	Costs not directly related to income production of property
7100-000	Interest Expense	I	A	Interest expense
7150-000	Leasing Costs	I	A	Leasing costs associated with failed deals. Other leasing costs will be capitalized
7200-000	Bad Debt Expense	I	A	Bad debt expense
7250-000	General & Administrative - Owner Expense	I	A	Administrative costs not related to the operation of a property
7300-000	Fee Expenses	M	A	Header Account Only
7300-100	Professional Fees	I	A	Professional fees, including legal and accounting
7300-150	Investment Management Fees	I	A	Quarterly fees paid to Investment Manager based upon the market value of the assets managed.
7300-200	Potential Incentive Fees	I	A	Accrued incentive fees to be paid at a future date
7300-250	Actual Incentive Fees	I	A	To record actual incentive fees paid
7300-300	Asset Management Fees	I	A	To record asset management fees paid
7300-350	Brokerage Fees	I	A	Records actual brokerage fees paid.
7300-400	Acquisition Fees	I	A	Records actual acquisition fees paid
7300-450	Disposition Fees	I	A	Fees paid to the advisor or co-investment partner in conjunction with property disposition
7300-500	Development Fees	I	A	Fees paid for the development of land
7300-550	Breakup Fees	I	A	Payment to the Investment Banker when another firm takes over the investment.
7300-600	Financing Fees	I	A	Records actual finance fees
7300-700	Appraisal Fees	I	A	Fees paid by a partnership to a third party for valuation services
7300-750	Commitment Fees	I	A	Do not use except for Housing and CURE programs
7300-800	REIT Fees	I	A	Records actual REIT service fees paid

Account #	Account Name	Account Type	Basis Control Type	Account Description/Purpose
7300-850	Entitlement Fees	I	A	Development costs paid by the Investor or Advisor to a governmental agency or municipality
7350-000	Dead Deal Expense	I	A	Expenses associated with the start-up of a transaction that is not capitalized (e.g. feasibility study)
7400-000	Depreciation Expense	I	A	To record depreciation for all capital expenditures except those related to buildings and land.
7450-000	Amortization Expense	I	A	Consumption of the value of intangible assets such as a goodwill
7950-000	Other Owners Expense	I	A	All other non-operational expenses
8000-000	Net Realized and Unrealized Gain/Loss	M	A	Header Account Only
8100-000	Unrealized Gain/Loss	M	A	Header Account Only
8100-900	Unrealized Investment Appreciation/Depreciation	I	A	Net FAS 157/159 mark to market adjustments except for REIT investments
8150-000	Unrealized Gain/Loss - REIT			Net FAS 157/159 mark to market adjustments REIT investments only
8200-000	Realized Gain/Loss	M	A	Header Account Only
8200-100	Proceeds of Investments Sold	I	A	Net proceeds before fees but after commissions and other sales related costs (except REIT investments)
8200-200	Cost of Investments Sold	I	A	Historic cost of investment sold (except REIT investments)
8250-000	Realized Gain/Loss - REIT	I	A	Net gain/loss resulting from the sale of REIT investments
8270-000	Foreign Currency Gain/Loss	I	A	Gain or loss resulting from changes in exchange rates between the functional currency and foreign currency in which the transaction is denominated
8300-000	Minority Interest Expense	I	A	Reduces income generated from non-owned minority interest portion using the consolidated method

AREIS Glossary

Approval Workflow: A submitted entry can have multiple levels of review and approval by a Partner and/or CalPERS Analyst.

Balanced Entries: All entries must have a balance of zero before the entry is allowed to be submitted for approval.

Bulletins: Textbox that displays informational bulletins posted for a role that the logged in user is assigned to.

Copy Entries: Provides the ability to copy an existing entry into a new record.

Edit Metadata: Allows the user to edit an extensive set of metadata related to an entity for the set of screens.

Entities: View of all the entities that are assigned to the logged in user.

Entity Security: Users will only have access to entities that are assigned to them in the security console.

File Upload: Financial data files can be uploaded and processed allowing the user to submit/review all entries electronically.

Integrate Complex Business Rules: Multiple, complex business rules associated with the processes are integrated into the screens making data input simple and free of error.

Profile: Condensed view of the contact information for the logged in user with the ability to edit additional contact details.

Sub-Property: One or more components of an asset that individually contains value and can be separately appraised from the Asset level. A Sub-Property must be owned by an Asset; this can be a building, parking lot, land plot, garage, food court, etc.

Tasks: Grid of tasks assigned to the user. User can click the task to view more details such as reviewing a workflow.

View Reports: Various reports can be reviewed before any Journal Entries are submitted for review.